



**DoD Civilian Acquisition  
Workforce**

**Personnel Demonstration Project  
Demo**

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# **CDG Orientation CCAS Basic Plus**

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# Conversion



## Broadband



## Career Path



## Buy-In



# The Buy-In

## **LES**

For Pay Period Beginning October 3, 2004

For Pay Period Ending October 16, 2004

**Base Salary**

**Locality Pay**

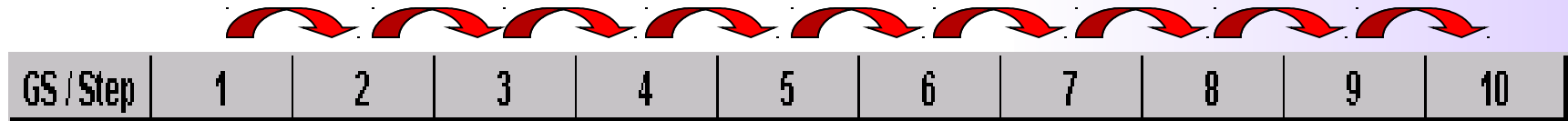
**Total Salary**



My Pay  
October 28, 2004

# Buy-In Procedures

- Buy-in *Full Employee Protection Approach*



- Step 10 - No Buy-In Because No Step 11**
- Locality Adjustment—Added After Base Salary Is Computed**
- Formula for Buy-In Will:**
  - Determine Employee's Base Salary**
  - Determine Value of Within-Grade Increase**

## Formula:

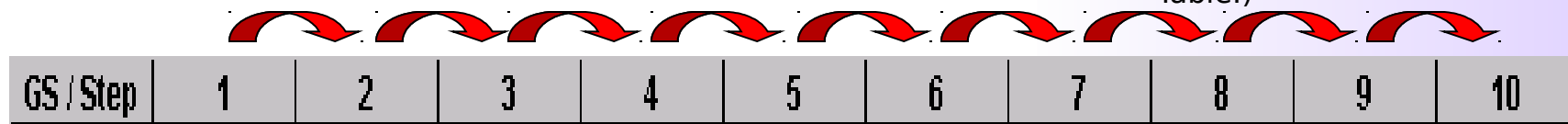
$$[(\text{time in step} / \text{time between steps}) * \text{step increase}] + \text{current salary} = \text{new AcqDemo base salary}$$

# Buy-In Example

## Employee Information:

- GS-13 / Step 5
- Time in Step: 67 weeks
- Series 0830, Mechanical Engineer

(This example uses the 2004 General Schedule Salary Table.)



Percent of 1 Year 1 Year 1 Year 2 Years 2 Years 2 Years 3 Years 3 Years 3 Years

Nominal time between steps 5 and 6 = 2 years / 104 weeks

## Compute:

Detroit-Ann Arbor-Flint, MI 18.32%

- GS-13/Step 5 base rate of **\$71,293** and Locality of **\$13,061**
- GS-13 within grade increase is \$2,097
- 67 / 104 weeks (or .6442) of \$2,097 is **\$1,351**
- **\$71,293 + \$1,351 = \$72,644 and Locality of**

# Buy-in Calculator

[http://asc.army.mil/divisions/pm/acqdemo\\_ccas.cfm](http://asc.army.mil/divisions/pm/acqdemo_ccas.cfm)

Microsoft Excel - [http://asc.army.mil/docs/divisions/pm/calculator\\_buyin04\\_27G.xls](http://asc.army.mil/docs/divisions/pm/calculator_buyin04_27G.xls) [Read-Only]

File Edit View Insert Format Tools Data Window Help

95% 10 B

L21

### 2004 AcqDemo Conversion Tool

Please populate the information in the yellow shaded areas:

Name (optional): **Joe Anybody** Current Grade (1-15): **11**

Occupational Series (4 digits): **2210** [Listing](#) Current Step (1-10): **6**

Occupation Description: **Information Technology Management**

Locality Rate-% (optional): **0.00** [Listing](#) Current Base Salary: **\$49,437**

Effective Date of Conversion is: Month (1-12) Day (1-31) Year (xxxx) [employees on retained pay are not eligible for a buy-in]  
**2 1 2004**

Last Within-Grade-Increase was on: **5 5 2002**

### AcqDemo Conversion Information:

Name: **Joe Anybody** Time-Between-Steps: **104** weeks

Career Path: **NH** Step Increase: **\$1,471**

Broadband: **II** Time-in-Step: **91** weeks

Base Salary Before Conversion: **\$49,437** Buy-In Amount: **\$1,287** \$1,287.13

**New Base Salary: \$50,724**

Locality Percentage: **0.00** Amount: **\$0** New Total Salary: **\$50,724**

\$0.00

Conversion Tool Instructions Special Cases GS Pay Tables Locality Rates Occ\_Series TAE

Ready

Start I... C... O... A... T... I... M... S... A... h... 5:23 PM

## You will need

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) 2. Social Security Number 3. Date of Birth 4. Effective Date

FIRST ACTION		SECOND ACTION	
S-A Code	S-B Name of Action	S-A Code	S-B Name of Action
S-C Code	S-D Legal Authority	S-C Code	S-D Legal Authority
S-E Code	S-F Legal Authority	S-E Code	S-F Legal Authority

1. FROM Position Title and Number  
 INFORMATION TECHNOLOGY MANAGEMENT

2. Pay Plan  
 3. Occ. Code  
 4. Grade  
 5. Locality Rate  
 6. Adg. Basic Pay  
 7. Other Pay

EMPLOYEE DATA

**SF50 with Last Salary Adjustment With 2.7% General Increase**

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) 2. Social Security Number 3. Date of Birth 4. Effective Date

FIRST ACTION		SECOND ACTION	
S-A Code	S-B Name of Action	S-A Code	S-B Name of Action
S-C Code	S-D Legal Authority	S-C Code	S-D Legal Authority
S-E Code	S-F Legal Authority	S-E Code	S-F Legal Authority

1. FROM Position Title and Number  
 INFORMATION TECHNOLOGY MANAGEMENT

2. Pay Plan  
 3. Occ. Code  
 4. Grade  
 5. Locality Rate  
 6. Adg. Basic Pay  
 7. Other Pay

EMPLOYEE DATA

**SF50 with Last Within-Grade-Increase**

Does Not Calculate Special Salary Rate Buy-in

# Conversion



## Broadband



## Career Path

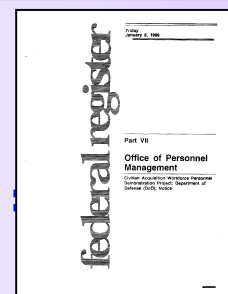


## Buy-In



# Job Series / Career Path

- ◆ **GS - 0830 - 13, Mechanical Engineer**
- ◆ **OPM Job Series Apply: Therefore, 0830**
- ◆ **For Career Path, go to Table 2, Federal Register (excerpt)**



BUSINESS MANAGEMENT/TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
SERIES NUMBER	SERIES TITLE
0560	BUDGET ANALYSIS
0810	CIVIL ENGINEERING
0818	ENVIRONMENTAL ENGINEERING
0830	MECHANICAL ENGINEERING
0840	NUCLEAR ENGINEERING
0850	ELECTRICAL ENGINEERING
0854	COMPUTER ENGINEERING
0855	ELECTRONICS ENGINEERING
0858	BIOMEDICAL ENGINEERING
0861	AEROSPACE ENGINEERING
0871	NAVAL ARCHITECTURE
1102	CONTRACTING
2210	INFORMATION TECHNOLOGY MANAGEMENT

- ◆ **Career Path for 0830 = NH**

# Conversion



## Broadband



## Career Path



## Buy-In



# Job Series / Career Path / Broadband Level

- ◆ **GS - 0830 - 13, Mechanical Engineer**
- ◆ **Career Path for 0830 = NH**
- ◆ **GS - 13 in NH Career Path**



Business Management & Technical Management Professional (NH)			
I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

- ◆ **GS - 13 - 0830 converts in as NH - III -**

# Career Paths (NH, NJ, NK) and Broadband Levels (I, II, III, IV)

## Business Management and Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

## Technical Management Support (NJ)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10

## Administrative Support (NK)

I	II	III
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10



# Conversion✓



## Broadband✓



## Career Path



## Buy-In✓

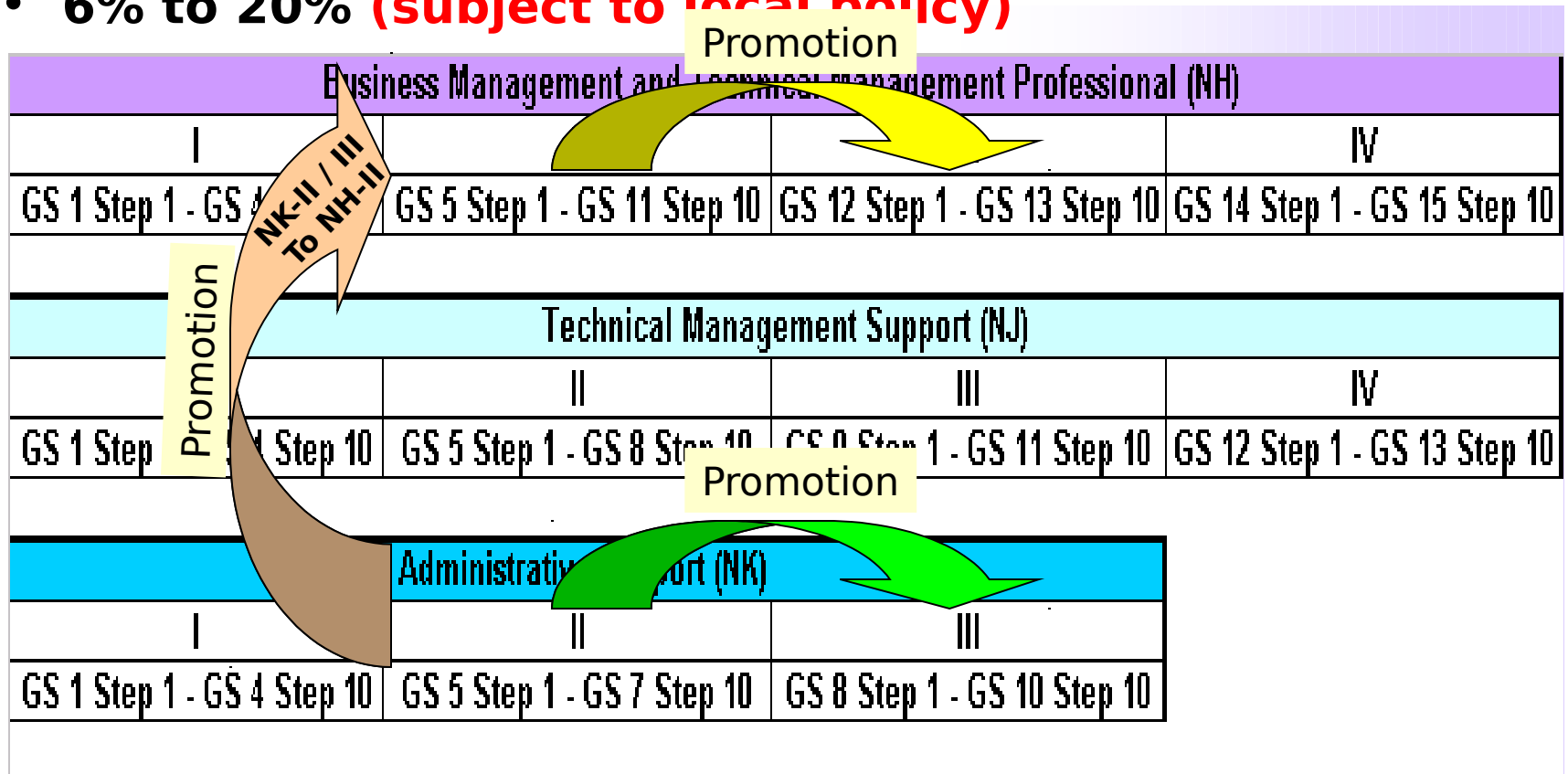


# What About Promotion Pay



# Promotion

- Promotion is to a Broadband Level with greater salary potential
- 6% to 20% (subject to local policy)



# Pay Setting for Promotion

## Business Management & Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

- **NH-IV Vacancy**
- **Vacancy Announcement - Competitive Selection** **Depends on area of consideration**
- **Who can apply?**
  - GS-13, GS-14, GS-15, NH-III, NH-IV, non-gov, others
- **What are the pay-setting flexibilities?** **Subject to Local Policy \***
  - NH-III: 6% to 20% but no less than the minimum for NH-IV
  - NH-IV: No pay setting
  - Non-government, others: Salary range of NH-IV

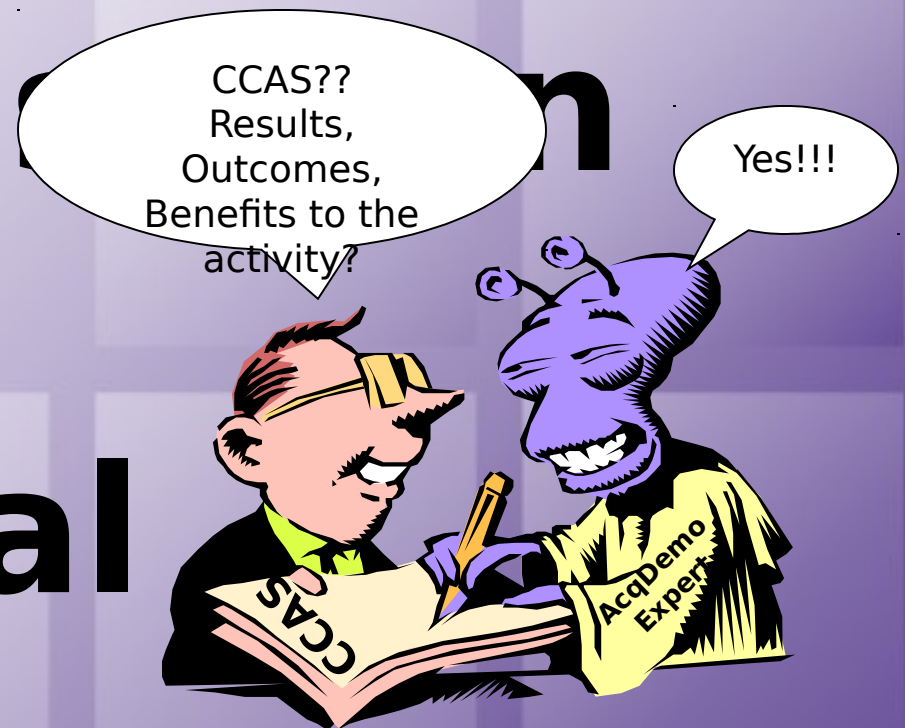
# Pay Setting for Promotion

## Business Management & Technical Management Professional (NH)

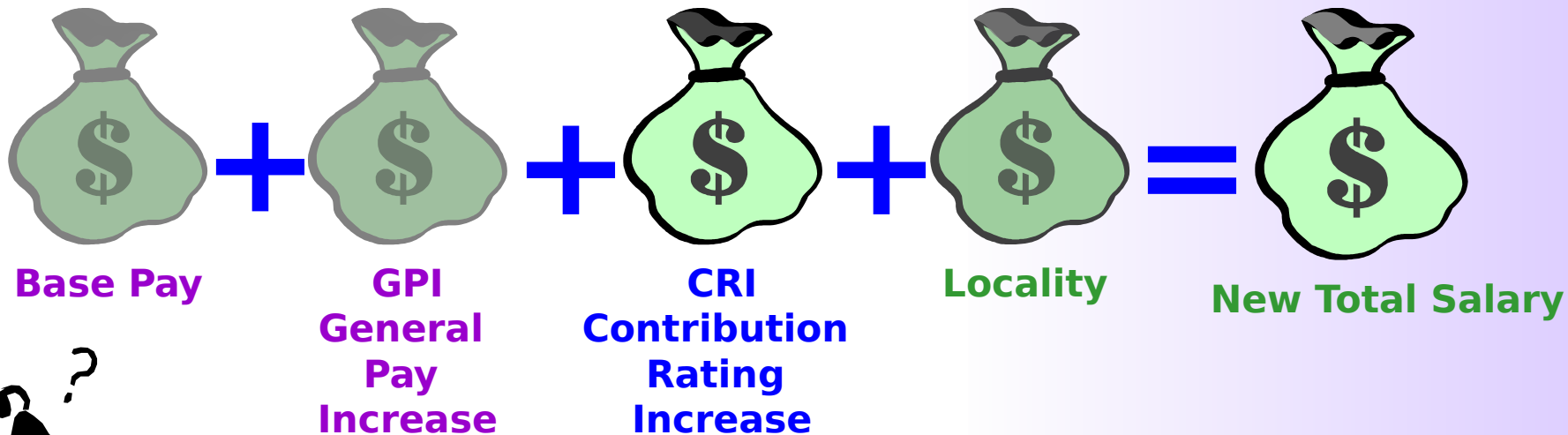
I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

- **NH-IV Vacancy**
- **No Vacancy Announcement - Noncompetitive Selection**
- **Who can apply?**
  - No applications because there is no vacancy announcement
- **What are the pay-setting flexibilities?**
  - Non-AcqDemo - buy-in, the pro-rated within-grade-increase.  
NH-IV - no pay setting.

# Contribution- based Competence and Appraisal System



# Compensation and Appraisal



- **Paid Over 26 Pay Periods, Effective 1<sup>st</sup> Full Pay Period in January**
- **Counts Toward Retirement**
- **Current Pay Cannot Be Reduced Through CCAS**

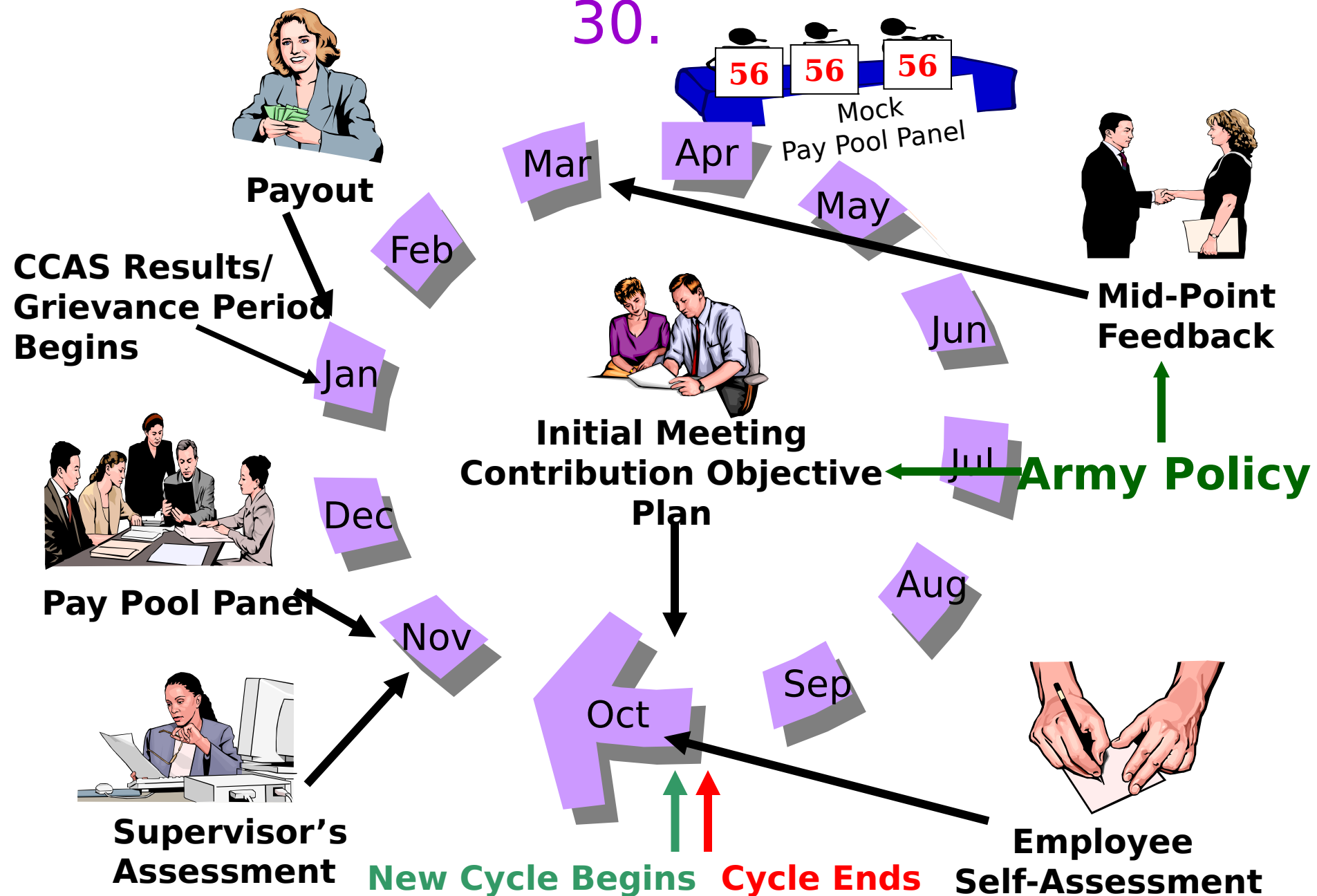
**Assessment,**

**Only Through Adverse Action**



**CA  
Contribution Award  
[ Lump Sum ]  
Does Not Count  
Toward Retirement**

# The CCAS Cycle: October 1 - September 30.



# How Are You Evaluated Under CCAS?

- All AcqDemo employees are rated based on the same six factors (no modification):
  - Problem Solving 60
  - Teamwork/Cooperation 60
  - Customer Relations 58
  - Leadership/Supervision 56
  - Communications 50
  - Resource Management 50

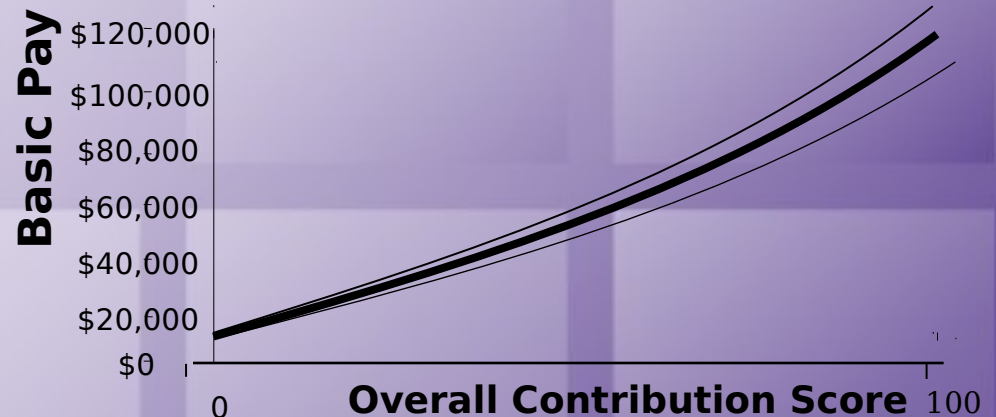
$334 / 6 = 55.66 \rightarrow 56$
- A score is given for each FACTOR, then divided by 6 to yield the OCS (Overall Contribution Score)

# Point Ranges Associated With Each Career Path and Broadband

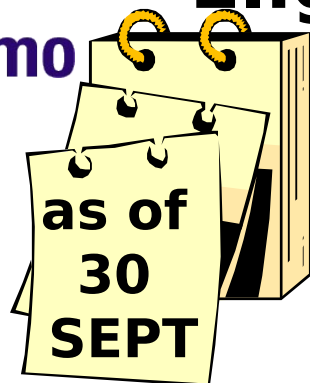
LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96-100	79-83	NK III Scoring Range
	Med	84-95	67-78	
	Low	79-83	61-66	
III	High	79-83	62-66	57-61
	Med	67-78	52-61	47-56
	Low	61-66	43-51	38-46
II	High	62-66	47-51	2-46
	M-H	51-61	41-46	NK I, II Scoring Range
	Med	41-50	36-40	
	M-L	30-40	30-35	
	Low	22-29	22-29	
I	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Point Ranges

# Eligibility for CCAS and Compensation

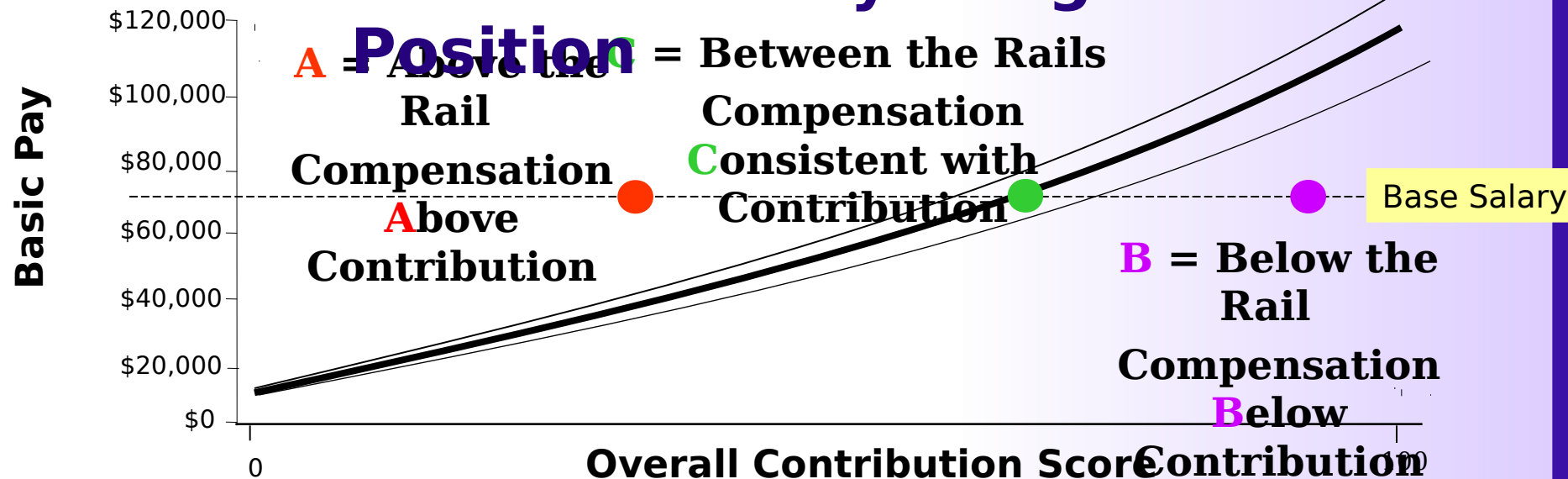


# Eligibility for CCAS Rating



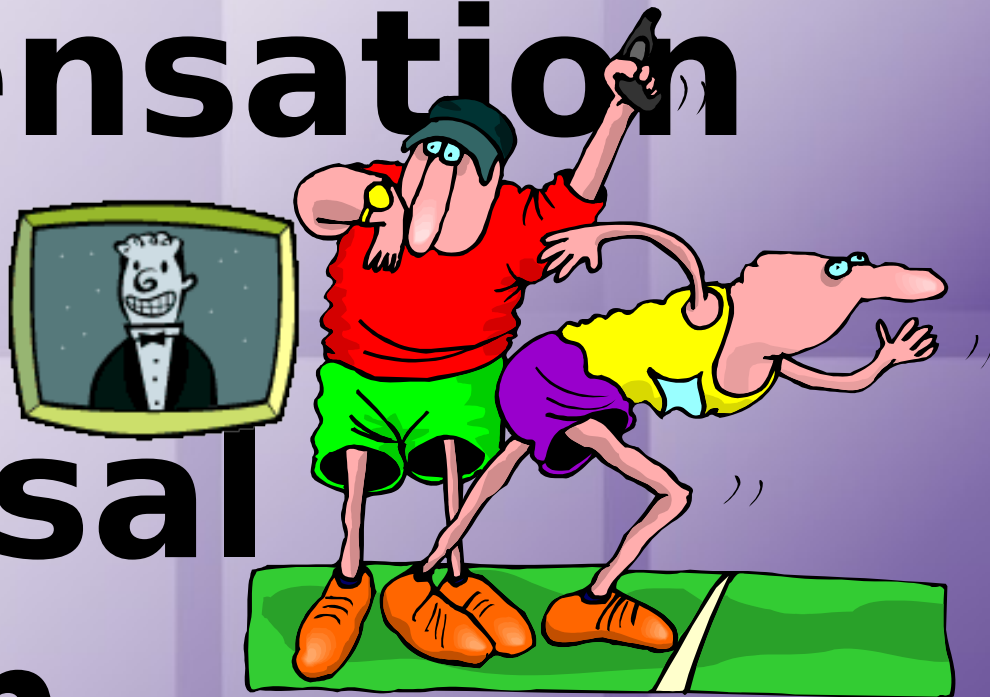
- In AcqDemo at least 90 days on September 30 to be eligible for a rating (NLT July 2);
- Less than 90 days on September 30 not eligible for CCAS distribution (but will receive full “G”);
- Away from normal duties for an extended period of time, (i.e., temporary promotion outside the parent organization or outside the demo, long-term full-time training, call to active duty, extended sick leave, leave without pay, etc.), then the rating official has two options:
  - Presumes that employee would have contributed consistently with employee’s expected level and will be given a expected rating;
  - Re-certifies employee’s last contribution appraisal.

# Eligibility for Compensation and the Normal Pay Range - Rail Position



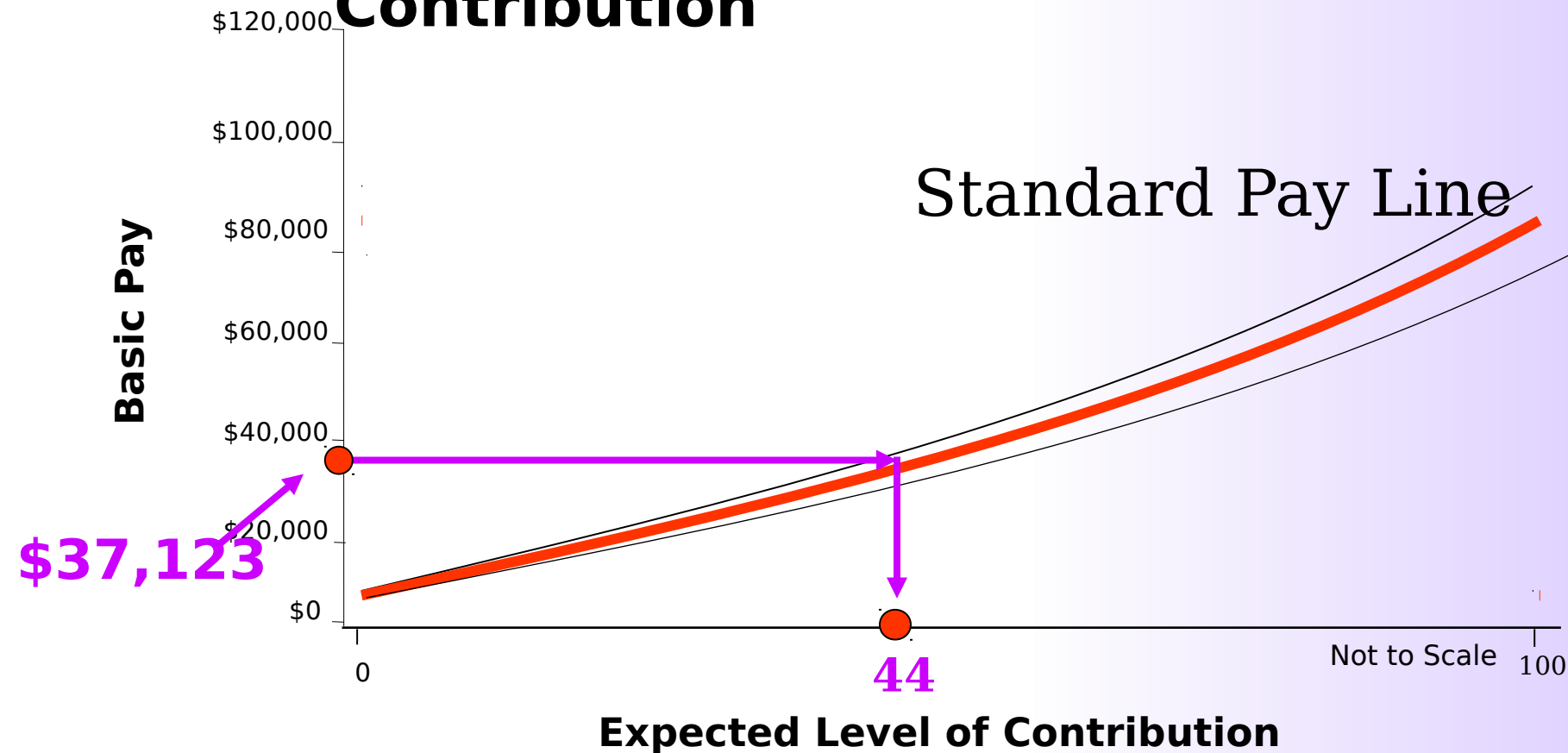
Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Inappropriately Compensated - <b>A</b> (Above the Upper Rail)	Can be reduced or denied	No	No	Yes
Appropriately Compensated - <b>C</b> (Between the Rails)	Yes	Yes, up to 6%	Yes	Yes
Inappropriately Compensated - <b>B</b> (Below the Lower Rail)	Yes	Yes, up to 20%	Yes	Yes

# Contribution- based Compensation and Appraisal System



# Where do you start?

## Base Salary = Expected Level of Contribution



Base Pay of \$37,123 = Expected OCS score

**Contribution Level**

# How to Calculate Your Expected OCS?



At the following website, you will find an **Expected OCS calculator** that will calculate your expected level of contribution score for this year.

## 2004 Expected OCS Calculator

**Base Salary Only**

**Expected OCS Range**

			Upper Rail	SPL	Lower Rail
Enter Base Salary	\$37,123	Expected OCS =	40	44	48

<http://asc.army.mil/divisions/pm/acqdemo.cfm>

**Expected 2004 OCS for  
base salary of \$37,123**

# How to Calculate Your Expected OCS Range (Normal Scoring Range)?

- With the Expected OCS, there is an Expected OCS Range.

## 2004 Expected OCS Calculator

Base Salary Only			Expected OCS Range		
Enter Base Salary		Expected OCS =	Upper Rail	SPL	Lower Rail
	\$37,123		40	44	48

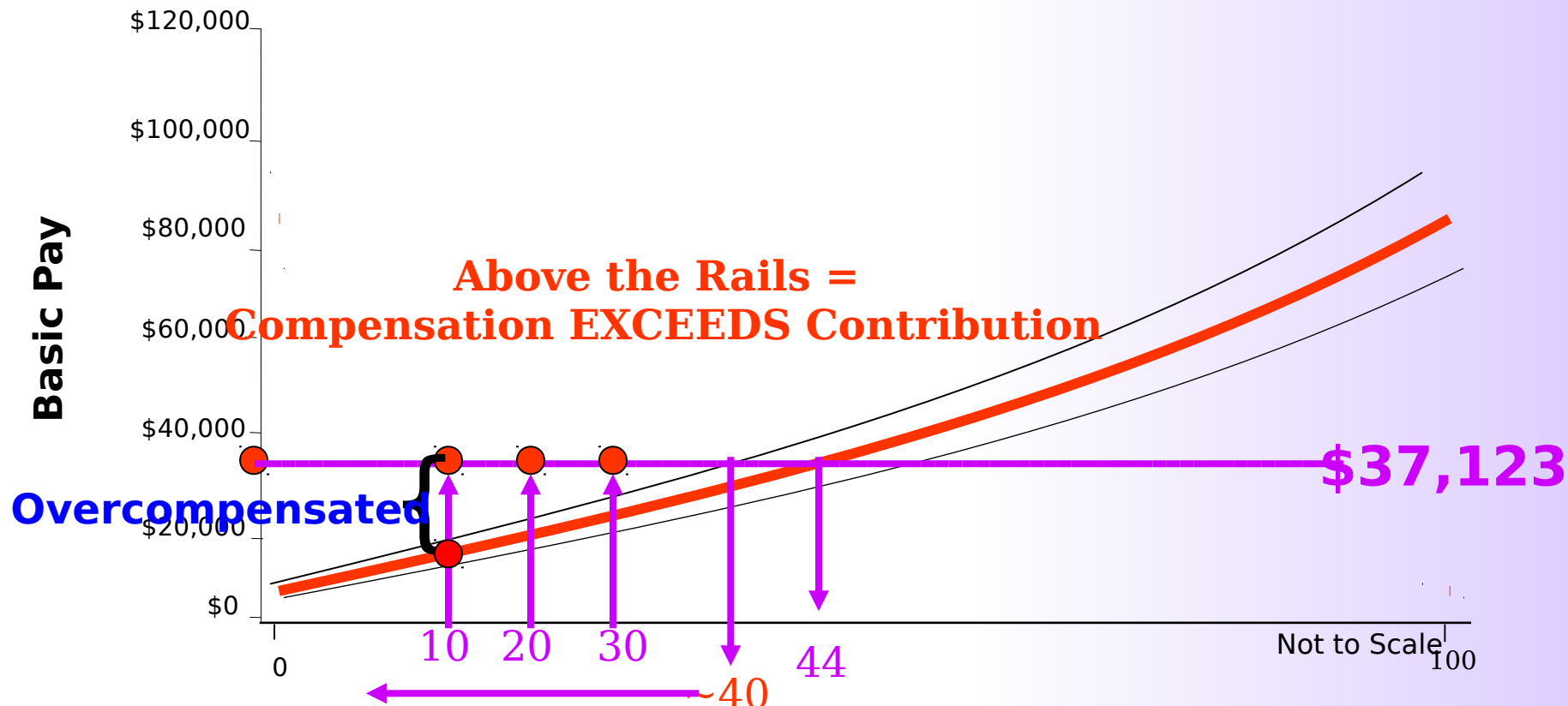
Any Score Below this Number: Employee contributing **below** expected range for base salary

Any Score Above this Number: Employee contributing **above** expected range for base salary

**Expected Scoring Range is approximately +/- 4 from the Expected OCS at the SPL**  
Employee contributing within expected range for base salary

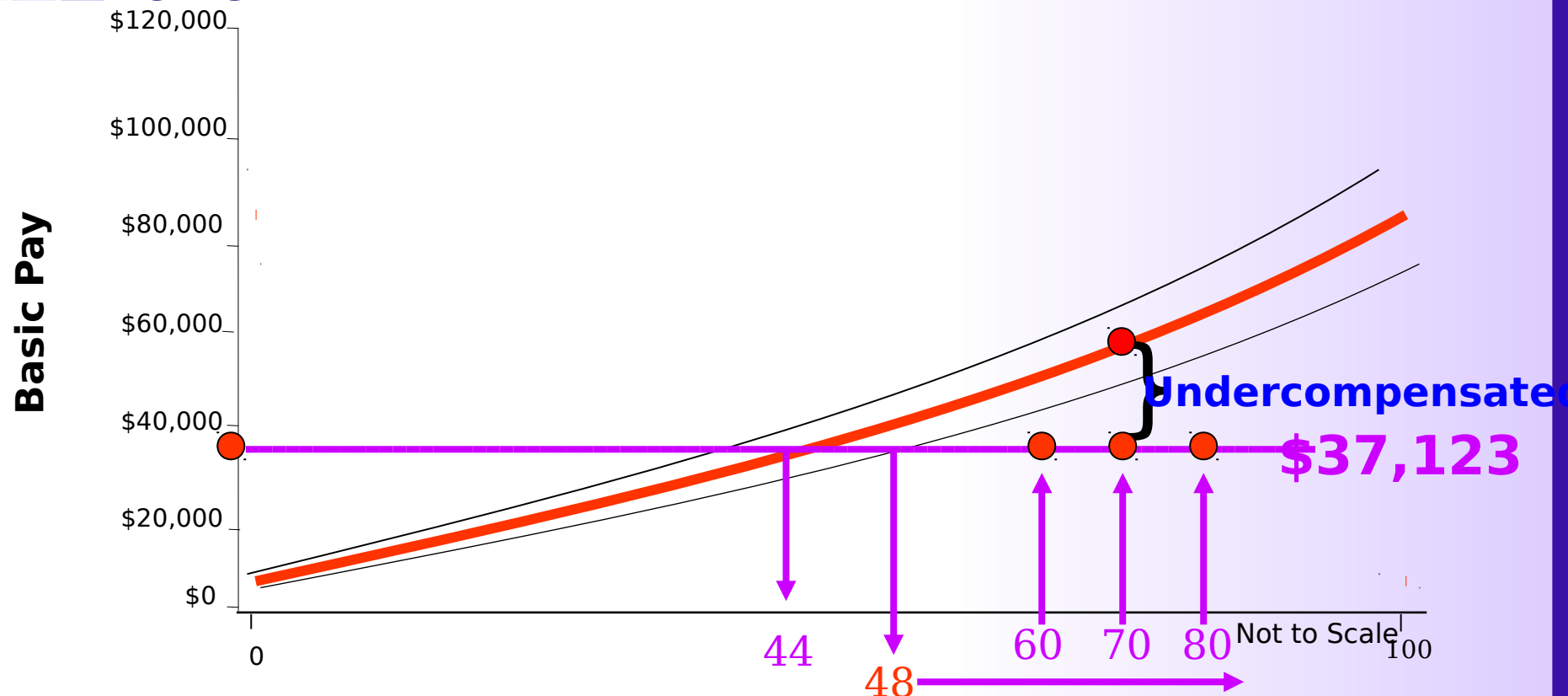


# An OCS less than 40...



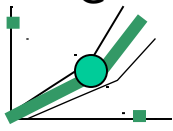
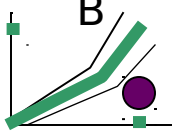
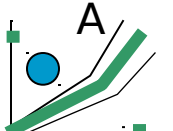
Type of Compensation	Eligibility (A Rated):	Eligibility (A Rated)
GPI	FULL / DENY / REDUCE	LOCAL POLICY
CRI	NO	NONE
CA	NO	NONE

# An OCS greater than 48...

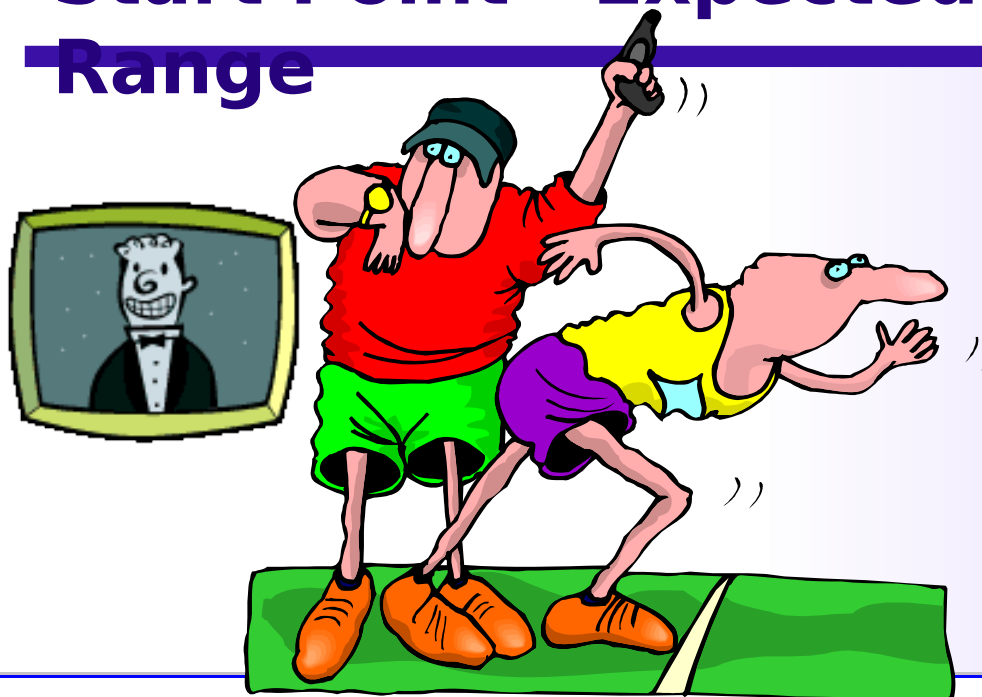


Type of Compensation	Eligibility (B Rated):	Eligibility (B Rated)
GPI	YES	AUTOMATIC 100%
CRI	YES	UP TO 20%
CA	YES	LUMP SUM
LOCALITY	AUTOMATIC	100% OF LOCALITY RATE

# Compensation Eligibility Summary Chart

Approximate Expected Score vs. Final Score	Region	GPI	CRI	CA	Loc.	What Score Means
Final OCS is +/-4 from Expected OCS		Yes 100%	Up to 6 %	Lump Sum	Yes 100%	Employee contributing within expected range for base salary
Final OCS greater than +4 from expected		Yes 100%	Up to 20%	Lump Sum	Yes 100%	Employee contributing above expected range for base salary
Final OCS less than - 4 from expected		Local Policy	None	None	Yes 100%	Employee contributing below expected range for base salary

# Start Point - Expected OCS Range



## 2004 Expected OCS Calculator

Base Salary Only

Expected OCS Range

			Upper Rail	SPL	Lower Rail
Enter Base Salary	\$37,123	Expected OCS =	40	44	48

<http://asc.army.mil/divisions/pm/acqd>

emo.cfm

# Effective CCAS Writing





## Employee Need

A clear and concise  
plan for CCAS writing that  
makes the process  
**effective** and **easy to  
understand.**

## Common Apprehensions

- Guidance
- Page Limitations
- Self Promotion
- Getting Started
- Writing Skills
- Time



**“Question:** How do I concisely and effectively explain my contributions to the organization’s mission?”

## **CCAS Writing: Answers to Basic Questions**

# CCAS Writing Skills

## Who is Responsible?

### Employee:

- Know your organization's mission.
- Track contributions
- Get help if needed!



### Superviso

- Set clear goals and responsibilities.
- Provide honest and timely feedback.

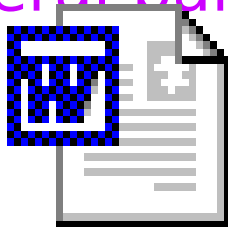
### Employee and Supervisor:

- Meet within 30 days of the beginning of the CCAS Cycle
- Meet at least once again during the CCAS Cycle, at the midpoint, to discuss progress and any changes / problems that need to be addressed.
- Communicate honestly and openly! Meet more often if needed.

## *What is the CCAS Appraisal Form?*

### The CCAS Appraisal Form

The CCAS “3-in-One” appraisal form is one form with several parts



[http://asc.army.mil/divisions/pm/acqdemo\\_forms.cfm](http://asc.army.mil/divisions/pm/acqdemo_forms.cfm)

**Part IV:** Employee objective portion of the CCAS Appraisal Form

**Part III:** Employee self-assessment portion of the CCAS Appraisal Form

**Part II:** Supervisor assessment portion of the CCAS Appraisal Form

This same ONE FORM can be used for objectives, midpoint and final

**review!**  
Note: Most, but not all, organizations use this form. Check with your supervisor if you aren't sure

# CCAS Writing Skills

## Why is CCAS Writing Important?



Can influence the pay pool panel

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Provides details to supervisors

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Is a tool for professional growth

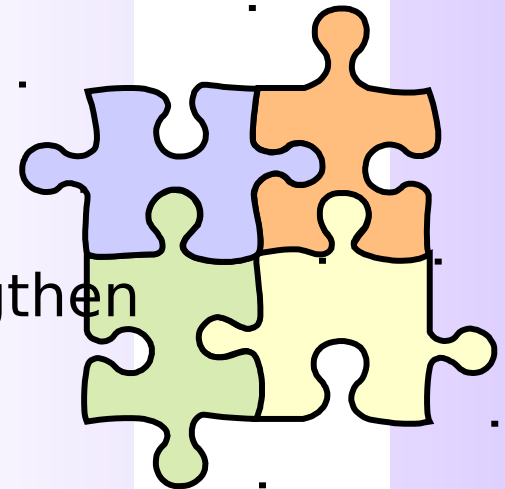
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Helps supervisors assess and strengthen the organization as a whole

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**Effective  
CCAS  
writing...**



**...can make a difference!**

## Putting the Pen to Paper: Writing Contribution Objectives

“Determine direction”



## General Writing Tips:

- ✓ Keep it Concise: Quality, not Quantity
- ✓ Make Sure your Objectives Pass the “So What” Test
- ✓ State Results, Benefits, Outcomes



# Contribution Objectives: Benjamin Martin

**Benjamin Martin is an NK II Employee**

**Benjamin's Expected OCS is 44. This puts him in the 2H categorical level.**

**One of Benjamin's tasks is keeping track of the office filing system**

**Benjamin would like to work toward the NK III level**



# Tasks and Responsibilities

If you don't have a list of current responsibilities and tasks, take a moment to jot down your day-to-day duties.

## Samples:



Prepare memos to higher headquarters.



Identify applicable Continuous Learning (CL) courses and schedule my branch for our annual requirements.



Provide consultation to all divisions on HR changes.



Schedule all office travel and track travel expenses.

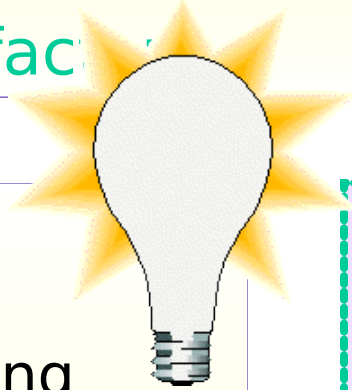


Keep track of office files.



**We will focus on this task throughout the training.**

**Next:** How to analyze daily tasks and create realistic, measurable contribution objectives that fit within the six factors.



- Problem Solving
- Teamwork/Cooperation
- Customer Relations
- Leadership/Supervision
- Communications
- Resource Management

## **Benjamin's Task:**

***"Keep track of office files."***

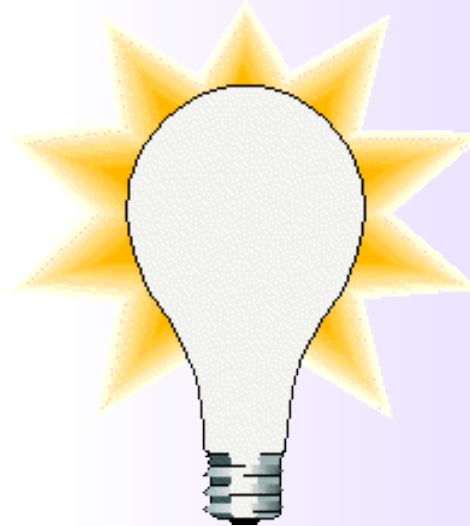
**Question:** "What can I accomplish within this task during the rating period to make a contribution?"

# Contribution Objectives: Brainstorming Within Tasks

## Brainstorm....

“I’m scheduled to attend a class on the ARIMS filing system next month. I’m tasked to implement the system office-wide so that we get better organized...”

...Which factor would this best fit? It depends...



- Problem Solving
- Teamwork/Cooperation
- Customer Relations
- Leadership/Supervision
- Communications
- Resource Management



# Contribution Objectives: Filling Tasks Within a Factor

FACTORS	DISCRIMINATORS
Problem Solving	<input type="checkbox"/> Scope/Impact
	<input type="checkbox"/> Complexity/Difficulty
	<input type="checkbox"/> Independence
	<input type="checkbox"/> Creativity
Teamwork / Cooperation	<input type="checkbox"/> Scope of Team Effort
	<input type="checkbox"/> Contribution to Team
	<input type="checkbox"/> Effectiveness
Customer Relations	<input type="checkbox"/> Breadth of Influence
	<input type="checkbox"/> Customer Needs
	<input type="checkbox"/> Customer Interaction Level
Leadership / Supervision	<input type="checkbox"/> Leadership Role
	<input type="checkbox"/> Breadth of Influence
	<input type="checkbox"/> Mentoring/Employee Development
Communication	<input type="checkbox"/> Level of Interaction (Audience)
	<input type="checkbox"/> Written
	<input type="checkbox"/> Oral
Resource Management	<input type="checkbox"/> Scope of Responsibility
	<input type="checkbox"/> Planning/Budgeting
	<input type="checkbox"/> Execution/Efficiency

Discriminators can be used to “break down” the factors to help determine which factor will best suit a particular task.

Example: Ben might ask himself the following questions if he is considering the factor “Problem Solving”:

1. What is the scope of the project? Who will it impact?
2. How complex is it?
3. To what degree will I be working independently?
4. How much creativity will be involved?

# Contribution Objectives: Fitting Tasks Within a Factor

## Which Factor Does This Fit?

**Problem Solving:** Definitely. It solves a large issue with lack of organization

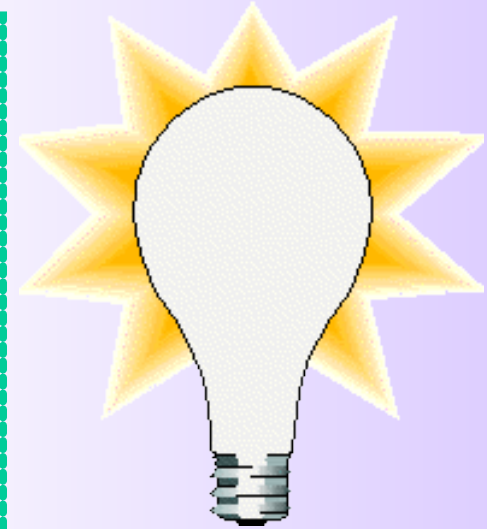
**Teamwork/Cooperation:** Yes, but this is not the focus

**Customer Relations:** Yes, better organization will help with assisting customers more quickly/efficiently

**Leadership/Supervision:** Yes, I'm going to train the other team members

**Communications:** It will probably help, but this is not the focus

**Resource Management:** Yes, it will help save time and possibly money



- Most objectives can fit within more than one factor.

# Contribution Objectives: Turning Ideas into Words

Ben thinks, after consideration, that the best fit is **“Problem Solving.”** He is an NK II, but wants to work toward NK III.

or: **Problem Solving**

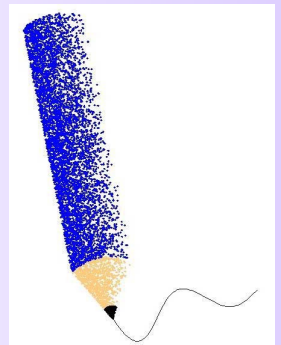
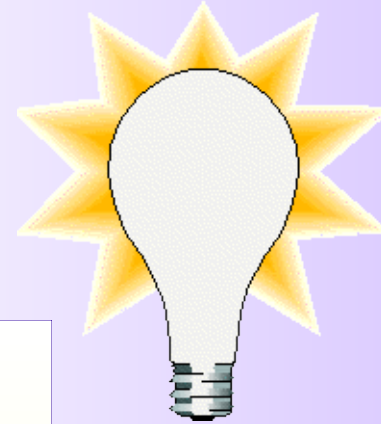
Note: This is for example purposes only and descriptors are not con

<p>LEVEL II Descriptors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans and conducts administrative activities for projects.</li> <li><input type="checkbox"/> Develops, modifies, and/or applies rules, procedures, or operations...</li> <li><input type="checkbox"/> Independently plans and executes assignments</li> <li><input type="checkbox"/> Identifies and adapts guidelines for new or unusual situations.</li> </ul>	<p>LEVEL II Discriminators</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scope/Impact</li> <li><input type="checkbox"/> Complexity/Difficulty</li> <li><input type="checkbox"/> Independence</li> <li><input type="checkbox"/> Creativity</li> </ul>
<p>LEVEL III Descriptors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans and conducts complex administrative activities.</li> <li><input type="checkbox"/> Develops rules, procedures, or operations for complex/difficult tasks...</li> <li><input type="checkbox"/> Identifies issues and determines approaches and methods...</li> <li><input type="checkbox"/> Identifies issues requiring new procedures and develops guidelines...</li> </ul>	<p>LEVEL III Discriminators</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scope/Impact</li> <li><input type="checkbox"/> Complexity/Difficulty</li> <li><input type="checkbox"/> Independence</li> <li><input type="checkbox"/> Creativity</li> </ul>

## What's the next step?

Determine the Expected Outcomes, Results and Benefits by Brainstorming the "Five Ws"

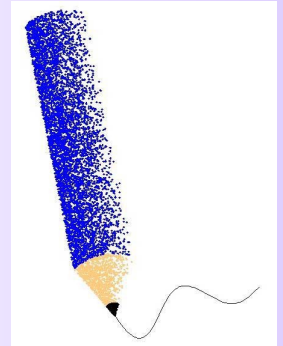
- What am I planning to accomplish?
- Who will it benefit?
- Where will it be implemented?
- When will it be implemented?
- Why will this be beneficial? Or What will be the result/outcome?



# Contribution Objectives: Writing the Objective

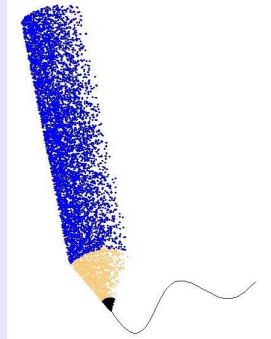
## The Written Objective... Ben's First Try

**Objective 1: Problem Solving** Implement the new ARIMS filing system division-wide (including training all employees) by 1 March in order to organize all files so that they are consistent within our division and compliant with Army standards.



**So What?**

## Ben Tries Again... This Time Including the Benefit to the Organization



### Objective 1: Problem Solving

- Implement the new ARIMS filing system division-wide (including training all employees) by 1 March
- Organize all files so that they are consistent within our division and compliant with Army standards
- Benefit: This will result in one standardized filing system that enables our division to quickly and consistently locate and maximize the data contained within the files. *Benefit to the organization*

# Contribution Objectives: Writing the Objective



**Is there possibly another major objective within this first objective?**

## **Objective 1: Problem Solving**

- Implement the new ARIMS filing system division-wide (including training all employees) by 1 March
- Organize all files so that they are consistent within our division and compliant with Army standards
- Benefit: This will result in one standardized filing system that enables our division to quickly and consistently locate and maximize the data contained within the files.

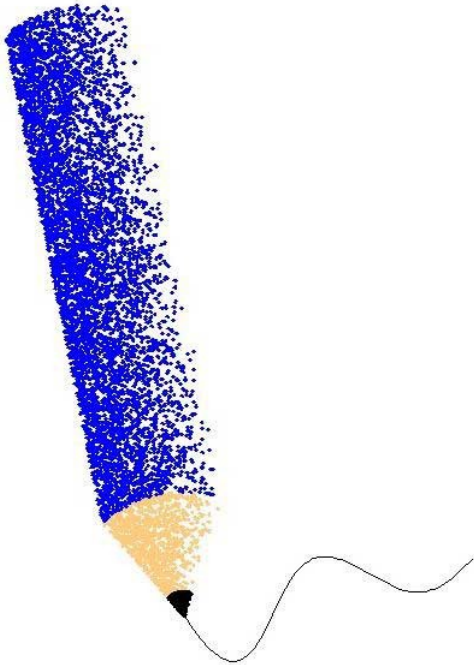
**Ben would like to expand on training the team members...**

# Contribution Objectives: Writing the Objective

**Ben thinks training the team members  
best fits under the factor  
“Leadership/Supervision”**

**Objective 2: Leadership/Supervision**

- Develop and execute training program on ARIMS filing system for all division members by 31 January.
- Benefits: Promote team development and enable division to respond quickly to both internal and external customer requests, since information in all files will be readily available



# Contribution Objectives: The Meeting

Remember: The employee and supervisor need to meet within 30 days of the start of the CCAS cycle to discuss these contribution objectives!

- ✓ Employees should complete contribution objective prior to meeting
- ✓ Employees should be prepared to amend objectives as the supervisor sees fit
- ✓ Supervisors should make sure the employee clearly understands, and is capable of executing, the objectives.

✓ Should discuss how to meet objectives



## Tracking Contributions During the CCAS Cycle

# Tracking During the CCAS Cycle

**Make it easy  
on yourself....**

## **Suggestions for Employees:**

Keep a weekly and/or monthly log of **progress on contribution objectives**

This may take some time each month, but it will **save** time in the long



## **Suggestions for Supervisors:**

Make sure your employees track and log their progress at least monthly.

It will **save** you time in the long run and help you catch any problems **early**.

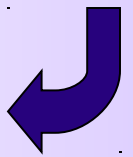
**Things don't  
always go as  
planned.  
This is  
another  
reason why  
tracking is so  
important!**



**During the CCAS cycle, Benjamin stays on track:**

- ✓ Nov 15: Attends ARIMS training
- ✓ Dec 13: Completes organization of director's files
- ✓ Jan 15: Training scheduled for division

On 12 January, however, a mission critical assignment is handed to Ben's organization by DoD headquarters. Ben will have to reschedule. **If Ben doesn't track this, how will his supervisor know why he is unable to meet his original goal?**



## Feedback During the Cycle: Informal Feedback Formal Midpoint Review



**“Compass Check”**

## The Midpoint Review

- Specific work assignments
  - Review mission requirements
- Progress on objectives
  - strengths & weaknesses
- Inadequate contribution
  - one or more of the factors



**The midpoint review is a required, formal meeting.**

**Regular informal feedback should also occur.**

# The Midpoint: A Checkup

## Objective 1: Problem Solving

- Implement the new ARIMS filing system division-wide (including training all employees) by 1 March



Attended ARIMS training on 15 Nov



Organized personal files (8 Dec), Director's files (13 Dec)



Training scheduled for 15 Jan cancelled due to mission critical assignment- no one could attend.



Training rescheduled for 2 Feb and 7 Feb. 98% attended on one of two days. 80% compliance reached by 1 March. New goal of 100% compliance by 1 April.



On 18 March, when Gretchen Ming was absent, the director was able to locate her budget analysis file and present the data within one hour at an emergency meeting.

## Objective 2: Leadership/Supervision

- Develop and execute training program on ARIMS filing system for all division members by 31 January.



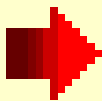
Was unable to provide training by 31 January



Trained 60% of employees on 2 Feb and all but one remaining employee on 7 Feb.



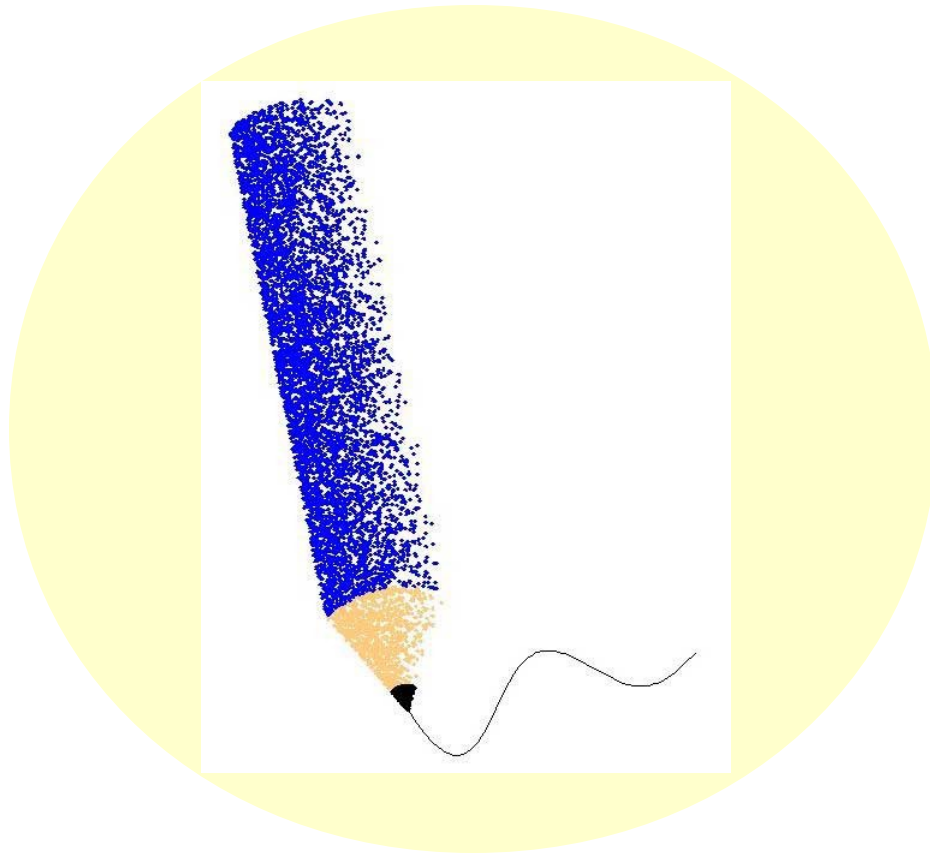
Trained remaining employee on 10 Feb and one new employee on 17 March.



Add to Objective: Follow up individually with each division member during April and May to ensure that all are able to quickly access and use files to respond to internal and external customer requests.

## **End of Cycle: Writing Contribution Assessments**

# CCAS: Employee's Self-Assessment



- Employee completes self-assessment (usually no later than 5 October)
- Supervisor completes supervisory assessment (usually by mid-October)
- Supervisor recommends categorical scores and numerical scores for each factor.

Note- the employee self-assessment is not mandatory but is highly recommended. The supervisor assessment is mandatory.

## Ben's Revised Objective

How will Ben  
evaluate himself?

### Objective 1: Problem Solving

- Implement the new ARIMS filing system division-wide (including training all employees) by **1 April**
- Organize all files so that they are consistent within our division and compliant with Army standards.
- Benefit: one standardized filing system that streamlines data, solving the problems of duplication of effort and inaccessible information.

Changed from 1 March to 1 April at midpoint

# Contribution Assessments: Turning Objectives into

## Ben's Self-Assessment

### Self Assessment 1: [Problem Solving](#)

- Attended ARIMS training 15 Nov, reorganized personal files and director's files by 17 Dec, exceeding goal of 30 Dec. Achieved 100% division-wide goal on 27 March.
- [Problem Solved](#): Information now stored electronically, reducing wasted time and paper. Eliminated duplication of effort. All can access information with mouse click.
- [Specific example](#): When a budget analyst was absent, the director was able to locate crucial information and present the data within one hour due to the new filing system.

*Specific example of benefit to the organization*

# Contribution Assessments: Turning Objectives into

How will Ben evaluate  
himself for objective  
2 ?

## Ben's Revised Objective 2

### Objective 2: Leadership/Supervision

- Develop and execute training program on ARIMS filing system for all division members by end March
- Follow up individually with each division member during April and May
- Benefits: Promote team development and enable division to respond quickly to both internal and external customer requests, since information in all files will be readily available

← Added at midpoint

# Contribution Assessments: Turning Objectives into Assessments

## Ben's Self Assessment

### Self Assessment 2: [Leadership/Supervision](#)

- Completed training of all employees (including new) on 17 March.
- Followed up individually with each division member during April and May, resolved all residual issues.
- [Benefits:](#) Employees cooperated as team, reported that they were able to more quickly respond to customer inquiries due to decreased lag time, and saved resources due to electronic system.

*Specific example of benefit to the organization*

**End of Cycle:**  
**Supervisory Scoring Process**  
*and*  
**Pay Pool Panel Process**

# Contribution Assessments: The Supervisor's Assessment

## Supervisor Assessment 1: Problem Solving Ben.....

- attended ARIMS training
- completely reorganized the Director's files so that all pertinent information could be located quickly.
- achieved this before the mutually established deadline.
- trained the staff (detailed under "Leadership/ Supervision") and achieved division-wide compliance and standardization.
- Benefit: helped the organization achieve mission-related requirements by saving time and resources, as documents are now readily available and of a consistent format. A specific example is that the budget department submitted 3<sup>rd</sup> quarter results one week before deadline, due to the new accessibility of filed documents.

- Benefit: helped the organization achieve mission-related requirements by saving time and resources, as documents are now readily available and of a consistent format. A specific example is that the budget department submitted 3<sup>rd</sup> quarter results one week before deadline, due to the new accessibility of filed documents.

**Why is it important to include specific examples?**

**How does Ben's supervisor Cora Munro evaluate his first contribution?**

# Contribution Assessments: The Importance of Specific Examples

## Why is it important to include specific examples?



Without specific examples, an employee's contribution- no matter how good it sounds- remains theoretical.



Specific examples make the employee's contribution a lot easier to explain and/or justify to the pay pool panel.



Specific examples reinforce contributions and can help lead to new contribution goals.

# Contribution Assessments: The Supervisor's Assessment Continued

## Supervisor Assessment 2: Leadership/Supervision Ben

- trained the entire staff
- implemented the new filing system division-wide
- occurred slightly later than he intended, leadership delayed his training sessions due to mission requirements, and he quickly rescheduled.
- ensured division-wide consistency and enabled documents and files to be found expeditiously.
- Results: A customer satisfaction survey administered during 3<sup>rd</sup> quarter indicated an improved response rate from 1<sup>st</sup> quarter of 8 to 5 days. Division employees reported that the improvement was due to the new filing system. All in all, Ben successfully guided the implementation of ARIMS during a time of changing mission priorities that better organized the staff and directly contributed to customer service.

- Results: A customer satisfaction survey administered during 3<sup>rd</sup> quarter indicated an improved response rate from 1<sup>st</sup> quarter of 8 to 5 days. Division employees reported that the improvement was due to the new filing system. All in all, Ben successfully guided the implementation of ARIMS during a time of changing mission priorities that better organized the staff and directly contributed to customer service.

**How does the supervisor  
evaluate Ben's second contribution?**

# Acq Demo Contribution Assessments: Expected Level and Recommending Scores

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96-100	79-83	
	Med	84-95	67-78	
	Low	79-83	61-66	
III	High	79-83	62-66	57-61
	Med	67-78	52-61	47-56
	Low	61-66	43-51	38-46
II	High	62-66	47-51	42-46
	M-H	51-61	41-46	
	Med	41-50	36-40	30-41
	M-L	30-40	30-35	
	Low	22-29	22-29	22-29
I	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Expected Level:

44

Point Ranges

# Contribution Assessments: Recommending Scores

The supervisor now recommends categorical and numerical scores for each factor to go forward to the pay pool.  
Benjamin, our NK II employee, has an expected OCS of

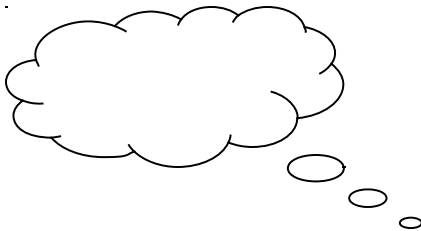
Factor: **Problem Solving** Career Path: **NK, Administrative Support**

<p>LEVEL II Descriptors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans and conducts administrative activities for projects. ?</li> <li><input type="checkbox"/> <del>Develops, modifies, and/or applies rules, procedures, or operations...</del></li> <li><input type="checkbox"/> Independently plans and executes assignments</li> <li><input type="checkbox"/> Identifies and adapts guidelines for new or unusual situations.</li> </ul>	<p>LEVEL II Discriminators</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Scope/Impact</li> <li><input type="checkbox"/> Complexity/Difficulty</li> <li><input type="checkbox"/> Independence</li> <li><input type="checkbox"/> Creativity</li> </ul>
<p>LEVEL III Descriptors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans and conducts complex administrative activities. ?</li> <li><input type="checkbox"/> <del>Develops rules, procedures, or operations for complex/difficult tasks...</del></li> <li><input type="checkbox"/> Identifies issues and determines approaches and methods...</li> <li><input type="checkbox"/> Identifies issues requiring new procedures and develops guidelines...</li> </ul>	<p>LEVEL III Discriminators</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Scope/Impact</li> <li><input type="checkbox"/> Complexity/Difficulty</li> <li><input type="checkbox"/> Independence</li> <li><input type="checkbox"/> Creativity</li> </ul>

Method: The supervisor compares Ben's contributions with his expected level descriptors (NK II) for each factor. Is Ben performing below, at, or above his expected level?

# Contribution Assessments: Recommending Scores

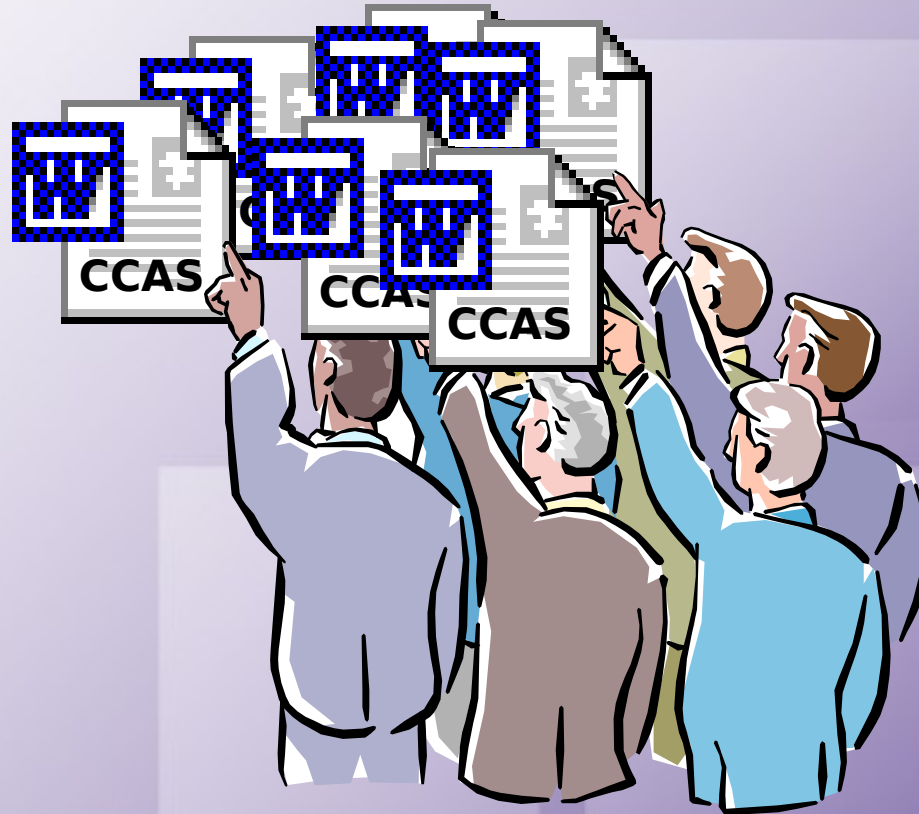
The Supervisor, Cora Munro has already written the assessment for the factor Problem Solving. She needs to provide the pay pool panel with recommended categorical and numerical scores for each factor. **She will NOT tell Ben these recommended scores.**



Ben's Supervisor's Thought Process

"This is a very complex administrative activity, one of the descriptors for a top-level NK III employee within 'problem solving'. Ben also independently and creatively determined an approach and method for setting up the ARIMS filing system. I think he performed at the high III level, and I am going to recommend a categorical score of 3H and a numerical score of 60 for Problem Solving."

# CCAS Writing Workshop





# CCAS Scoring By Your Supervisor

# CCAS Scoring

## Factors Contribution Objectives

Factor	LEVEL DESCRIPTORS	DISCRIMINATORS	Categorical Rating by Broadband Level		NJ (Technical Support) Point Range
Level I	<input type="checkbox"/> Takes initiative in accomplishing assigned tasks. Asks for assistance as appropriate. <input type="checkbox"/> Provides input to others in technical/functional area. <input type="checkbox"/> Seeks and takes advantage of developmental opportunities.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	I	Low	0-5
				Med	6-23
				High	24-29
Level II	<input type="checkbox"/> Actively contributes as team member; takes initiative to accomplish assigned projects. <input type="checkbox"/> Consults and coordinates with others to complete projects within established guidelines. <input type="checkbox"/> Identifies and pursues individual/team developmental opportunities.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	II	Low	22-29
				ML	30-35
				Med	36-40
				MH	41-46
Level III	<input type="checkbox"/> Actively contributes as team member or leader. Recognized for functional/technical expertise. <input checked="" type="checkbox"/> Defines, organizes, and assigns activities to accomplish goals. Guides, motivates and oversees others in accomplishing projects/programs. <input type="checkbox"/> Promotes developmental opportunities for self and team. Advises others to seek specific training.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	III	Low	43-51
				Med	52-61
				High	62-66
Level IV	<input type="checkbox"/> Provides guidance to individuals/teams; resolves conflicts. Serves as subject matter expert. <input type="checkbox"/> Guides, motivates, and oversees multiple complex projects/programs. <input type="checkbox"/> Directs assignments to encourage employee development and cross-technical/functional growth to meet organizational needs. Pursues self-development.	<input type="checkbox"/> Leadership Role <input type="checkbox"/> Breadth of Influence <input type="checkbox"/> Mentoring/Employee Development	IV	Low	61-66
				Med	67-78
				High	79-83
				Very High	95

Categorical Score

### Numerical Score Each Factor

- Problem Solving 60
  - Teamwork/Cooperation 60
  - Customer Relations 58
  - Leadership/Supervision 56
  - Communication 50
  - Resource Management 50
- 334

Overall Contribution Score

What do we mean by Categorical Score and Numerical Score?

# Categorical Scores and Numerical Scores

Score

NJ

NK

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96-100	79-83	
	Med	84-95	67-78	
	Low	79-83	61-66	
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	M-H	51-61	41-46	
	Med	41-50	36-40	30-41
	M-L	30-40	30-35	
I	Low	22-29	22-29	22-29
	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Table 4. Point Ranges

# Categorical Scores and Numerical

Score NH

NJ

NK

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range		
IV	Very High	115		
	High	96-100	79-83	
	Med	84-95		
	Low	73-83		
III	High	73-83		1
	Med	67-78	52-61	47-56
	Low	61-66		6
II	High	62-66		6
	M-H	51-61		
	Med	41-50	36-40	30-41
	M-L	30-40	30-35	
	Low	22-29	22-29	22-29
I	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Situation:

- You are an NH-III.
- Pay Pool Panel approves an OCS of

Question:

Would you rather be 83 III-High or 83 IV-Low?

Answer:

83 IV-Low - means higher level of contr

Categorical Score

Table 4. Point Ranges

# CCAS Scoring

- Factors
- Contribution Objectives

- Benjamin is an NK-II, Series 0318 (Secretary), making \$37,123 per year. He has an expected contribution level of 2H and an expected OCS of 44
- Benjamin is supervised by Cora: Munro

Contribution Matrix	Administrative Support					
	Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Communication	Resource Management
Very High						
3H	X	X	X			
3M				X	X	X
3L						
2H						
2M						
2L						
1H						
1M						
1L						

Expected Level of Contribution

# CCAS Scoring

- Factors
- Contribution Objectives

- Benjamin is assigned recommended numerical scores by the supervisor, Cora

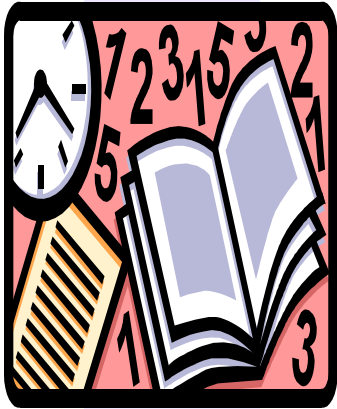
Contribution Matrix	Administrative Support					
	Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Communication	Resource Management
Very High						
3H	60	60	58			
3M				56	50	50
3L						
2H	Expected Level of Contribution					
2M						
2L						
1H						
1M						
1L						

- Benjamin's expected contribution level is 44
- $(60 + 60 + 58 + 56 + 50 + 50) \div 6 = \text{OCS}$
- Benjamin's Recommended OCS is 56

- **The Supervisor [ and Pay Pool Panel ] will:**
  - Consolidate categorical factor scores from all lower level supervisors
  - Establish numerical factor scores for each employee
  - Establish new relative order for each factor



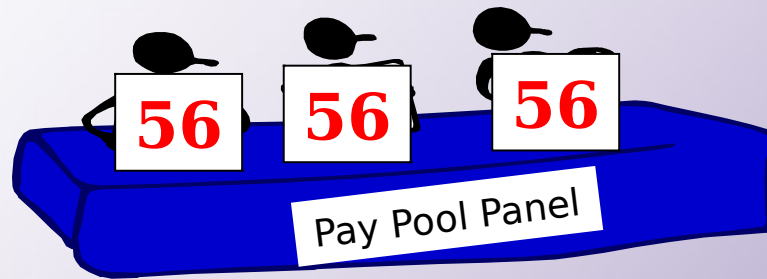
# Contribution Objectives: A New Beginning



**...and the CCAS cycle begins again**

## Within 30 Days of the New CCAS Cycle:

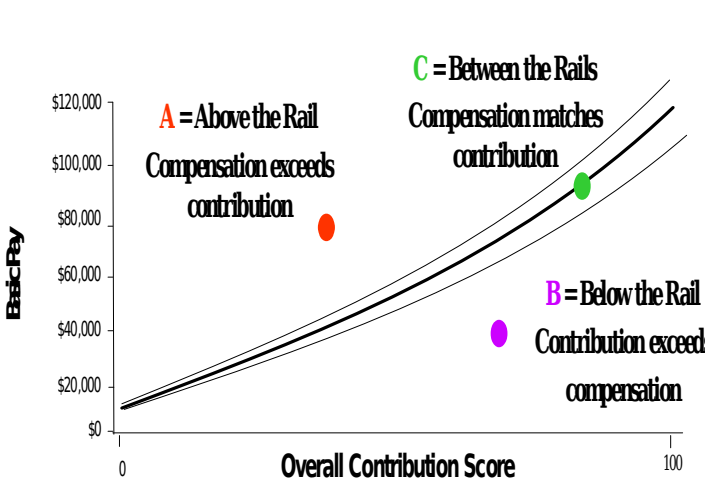
- New contribution objectives
- How to achieve new contribution objectives
- Finalize new objectives upon receipt of Part I with the new expected OCS



## Pay Pool Panel Process



- **The Pay Pool Panel will:**
  - Determine Overall Contribution Score (OCS)
  - Understand and validate the result of the OCS (i.e. above the upper rail, between the upper and lower rail, or below the lower rail)



Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Inappropriately Compensated - <b>A</b> (Above the Upper Rail)	Can be reduced or denied	No	No	Yes
Appropriately Compensated - <b>C</b> (Between the Rails)	Yes	Yes, up to 6%	Yes	Yes
Inappropriately Compensated - <b>B</b> (Below the Lower Rail)	Yes	Yes, up to 20%	Yes	Yes

# The Organization-The Pay Pool-The Pay Pool Panel

Pay Pool Manager  
James Kirk  
Business Unit Director

B U Secretary  
Rose Sayer  
N K -III 0318

Division A  
Cora Munro  
N H -IV 0340

Nathaniel Poe  
N H -III 0301

Charles Alnutt  
N H -II 0340

Benjamin Martin  
N K -II 0318

Not in AcqDemo  
Intern

Division B  
Rick Blaine  
N H -IV 0301

Ilsa Lund  
N H -III 0830

Bruce Wayne  
N H -III 0340

Peter Parker  
N H -II 2210

Not in AcqDemo  
Intern

Division C  
Joe Young  
N J -IV 0019

Not in AcqDemo  
Wage Grade

Not in AcqDemo  
Wage Grade

Not in AcqDemo  
Wage Grade

Not in AcqDemo  
Wage Grade

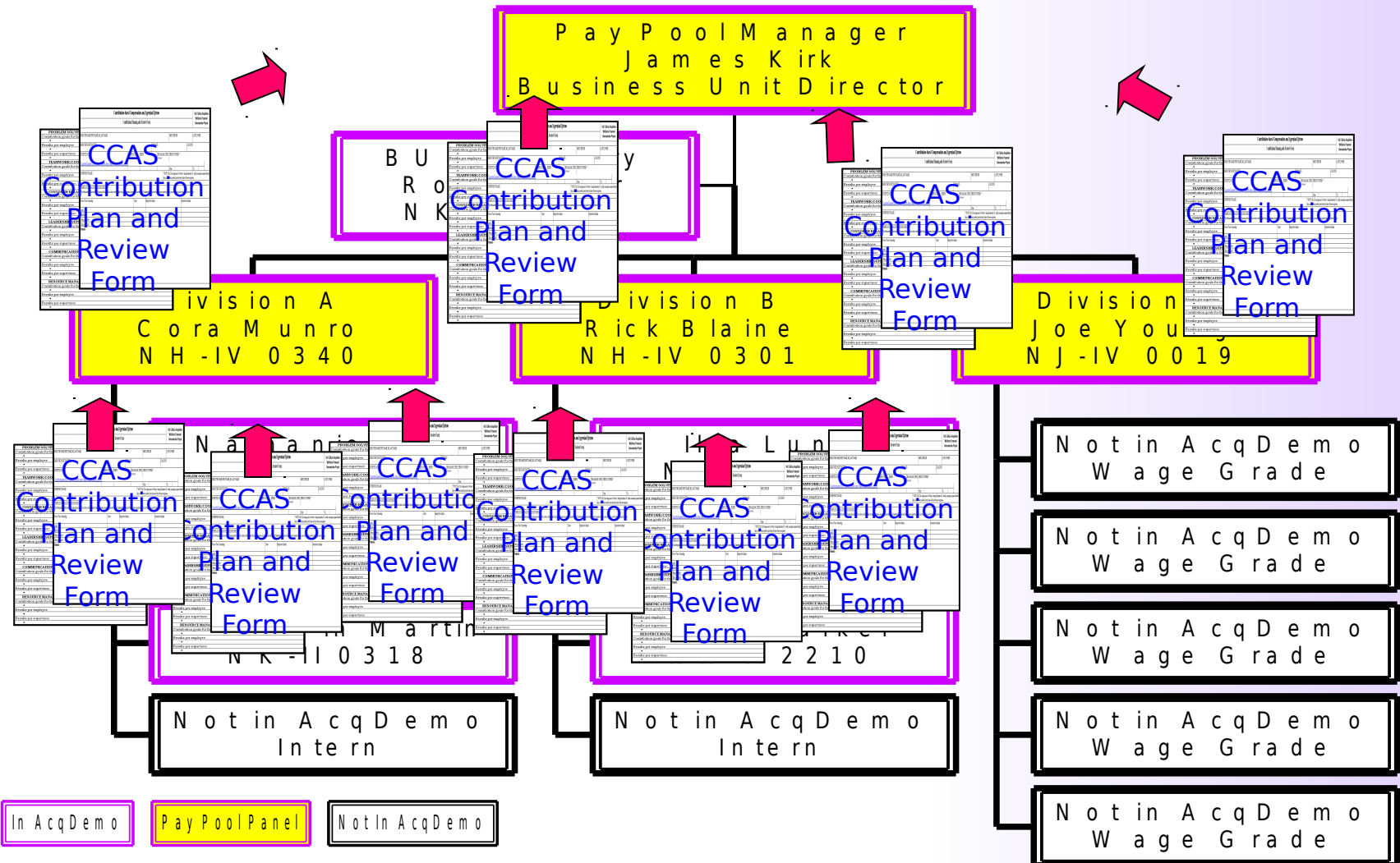
Not in AcqDemo  
Wage Grade

In AcqDemo

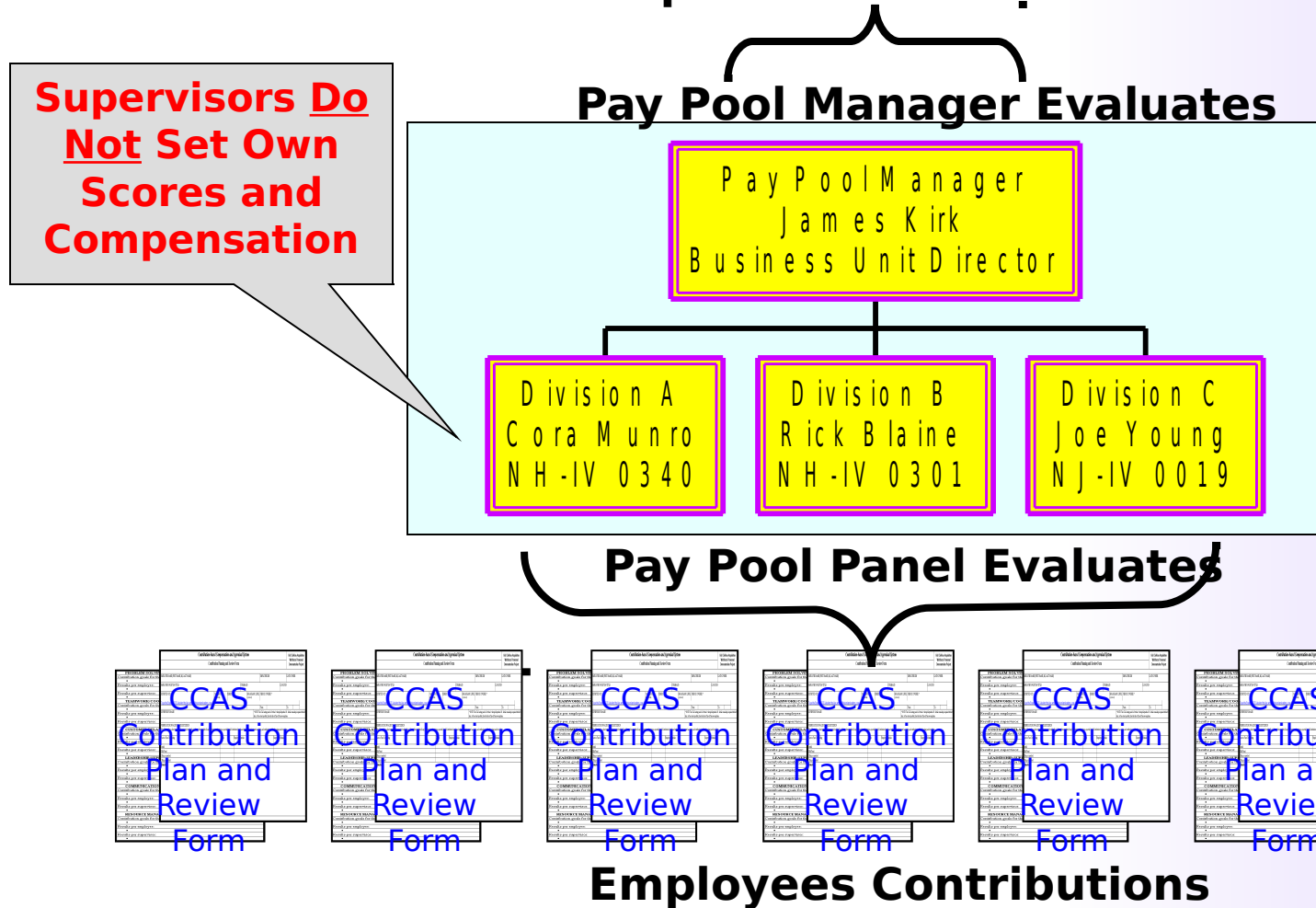
Pay Pool Panel

Not in AcqDemo

# The Organization-The Pay Pool-The Pay Pool Panel



# The Organization - The Pay Pool - The Pay Pool Panel



# ASC 2004 Pay Pool Panel

Craig Spisak  
Pay Pool Manager

Vacant / Craig Spisak  
ACMP3

LTC Charles Wells  
OPS

Mike Roddin  
STRATCOMM

Vacant / Craig Spisak  
NCR

Kelly Terry  
NE Region

LTC (P) Doug Dever  
HRCAMB

Larry Israel  
Human Resource Management

Jeff Hendrix  
Resource Management

LTC Dwayne Green  
PSIA

Maxine Maples-Kilgore  
Southern Region

Tom Colangelo  
CP14

COL Lamb  
PMJTRS

# **Back to CCAS Scoring**

- **Base Salary \$37,123**
- **Expected Level of Contribution 44**
- **Overall Contribution Score 56**

# Pay Pool Panel Evaluation

Factor :	Recommended Scores:	Final Scores:
● Problem Solving	3 H 60	3 H 60
● Teamwork/Cooperation	3 M 56	3H 60
● Customer Relations	3 M 52	3 H 58
● Leadership/Supervision	3 M 55	3 M 56
● Communications	3 M 54	3 M 50
● Resource Management	3 M <u>54</u>	3 M 50

Recommended OCS : 331 / 6 → 55 → ?

## Final Overall Contribution Score

● Problem Solving	3 H	60
● Teamwork/Cooperation	3 H	60
● Customer Relations	3 H	58
● Leadership/Supervision	3 M	56
● Communications	3 M	50
● Resource Management	3 M	50



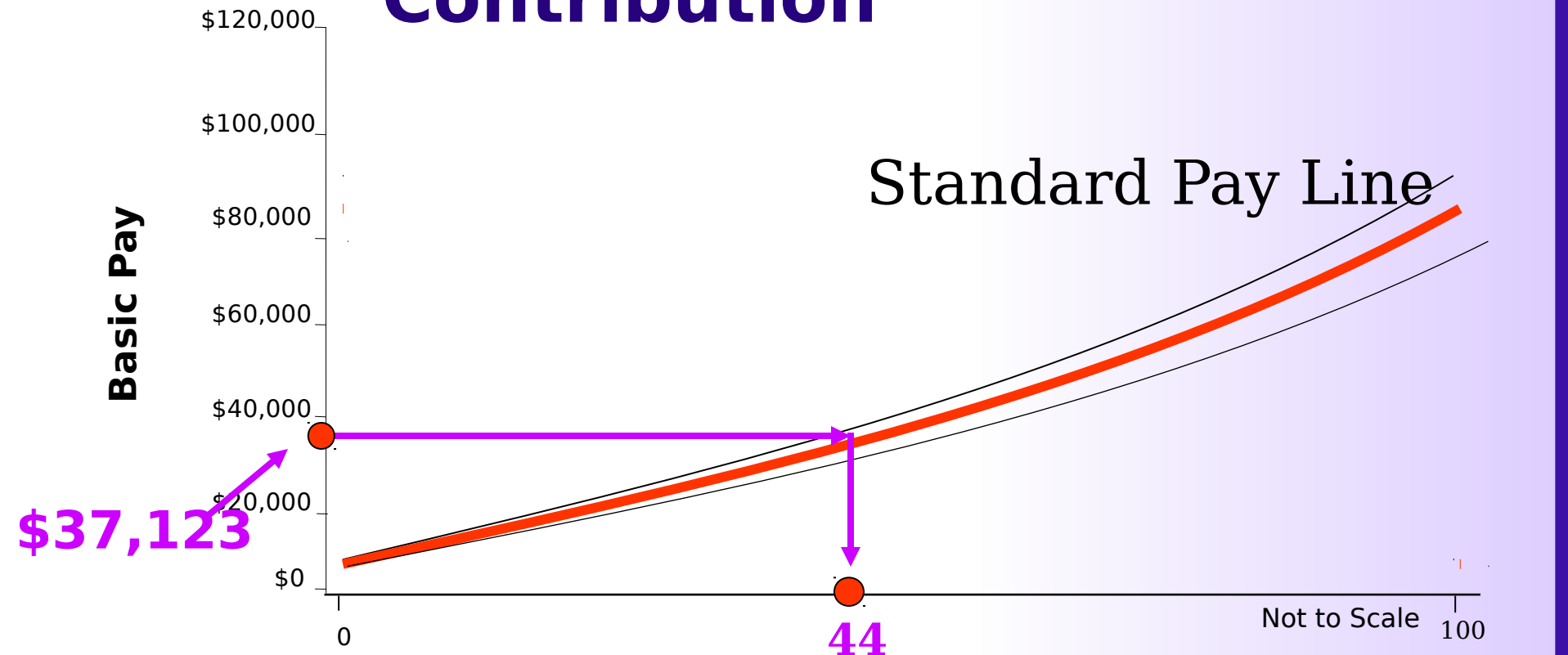
**Expected OCS:**  
**44**

334 / 6 → **56**

**Pay Pool Manager**  
**Approved OCS:**  
**56**

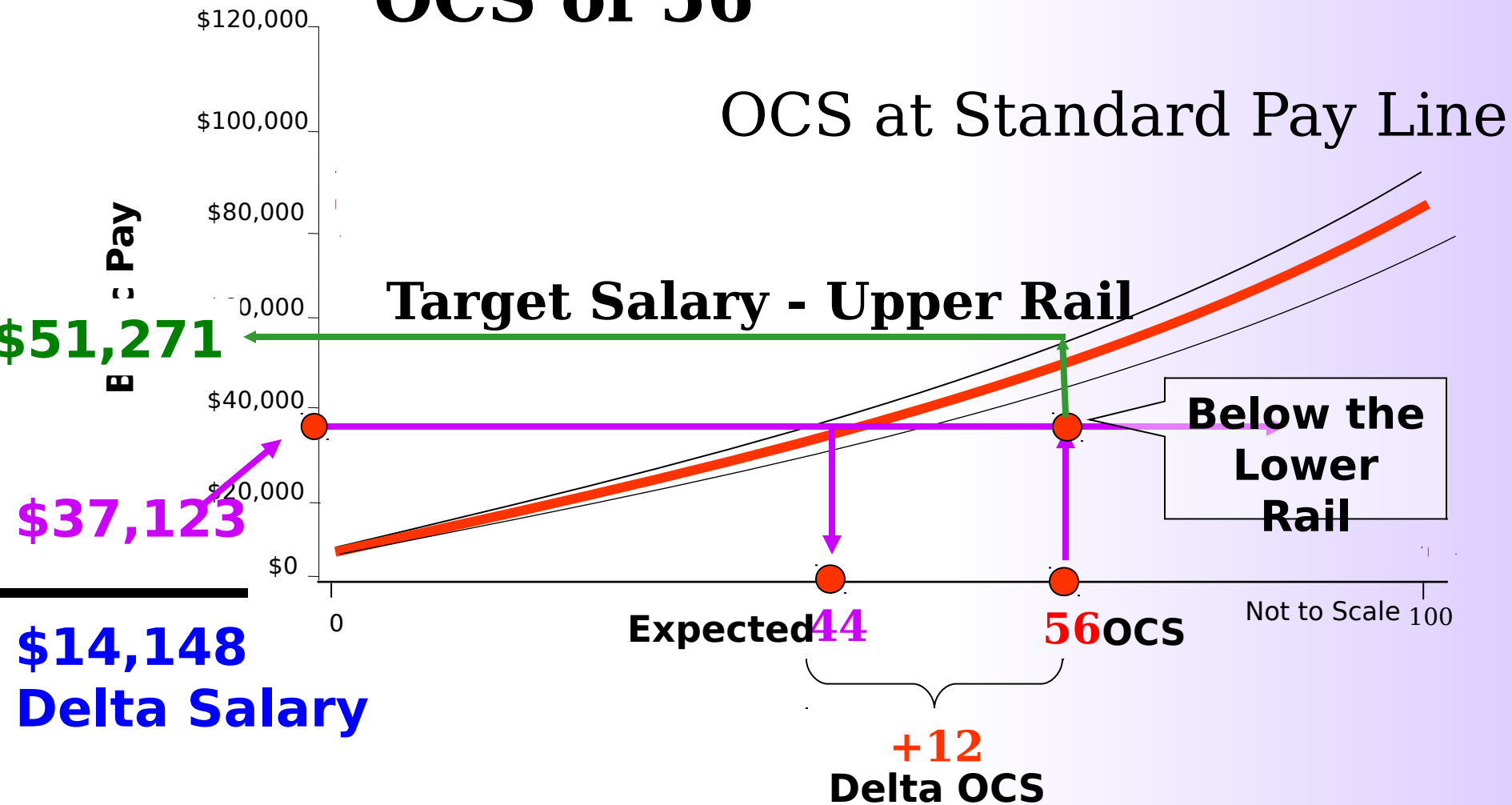
**Ben is congratulated by  
his supervisor for a job well done**

# Expected Level of Contribution

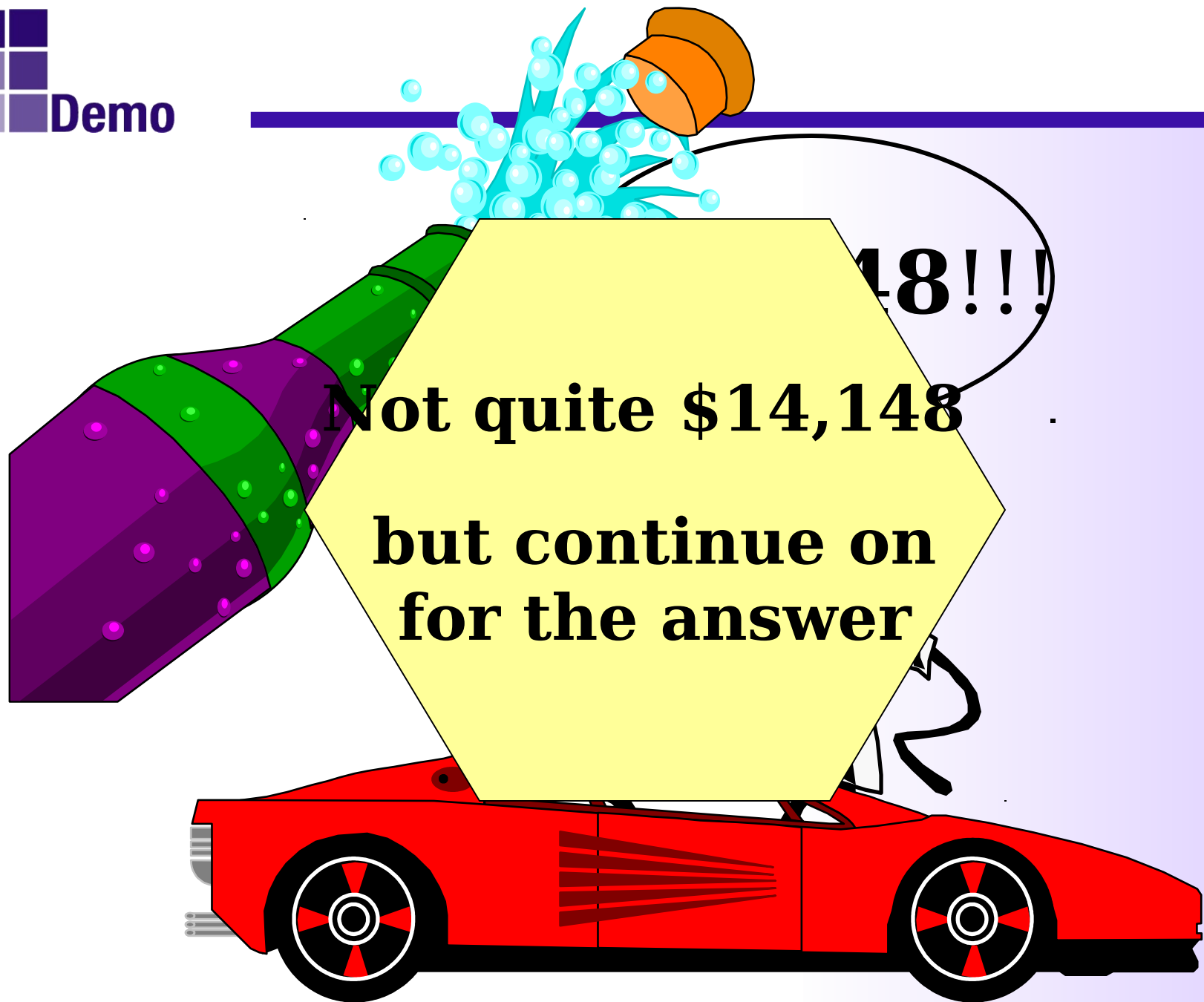


Base Pay of **\$37,123** = Expected OCS score  
**Contribution Level**

# Pay Pool Panel Approves an OCS of 56



OCS Score 56 - Expected Score 44 = Delta OCS



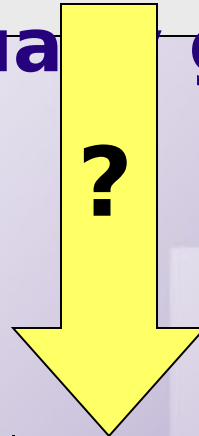
How much of that **\$14,148** do I  
actually get?



**GPI**  
General Pay Increase



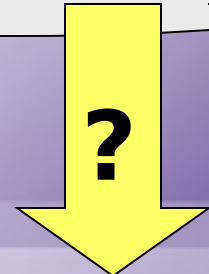
**CRI**  
Contribution Rating Increase



**Locality**



**CA**  
Contribution Award



# How much of that **\$14,148** do I actually get?



Answer:

Depends on how much money is in the pay pool for Pay Raises (CRI) and Awards (CA) and how others are scored.

Well, how much is that?  
Let's find out...

# How Much of the Delta Salary Do I Get?

*1. Determine who is in the pay pool as of the end of the rating period on September 30.*

Last Name	First Name	Office Symbol	Career Path	Broad band Level	Occ Series	CY2004 Base Pay	Expected OCS
Sayer	Rose	Div	NK	3	0318	\$42,033	50
Allnutt	Charles	Div A	NH	2	0340	\$53,218	62
Martin	Benjamin	Div A	NK	2	0318	\$37,123	44
Munro	Cora	Div A	NH	4	0340	\$113,674	100
Poe	Nathaniel	Div A	NH	3	0301	\$79,709	82
Wayne	Bruce	Div B	NH	3	0340	\$61,087	69
Blaine	Rick	Div B	NH	4	0301	\$91,000	89
Lund	Ilsa	Div B	NH	3	0830	\$68,766	75
Parker	Peter	Div B	NH	3	2210	\$50,411	59
Young	Joe	Div C	NJ	4	0019	\$79,101	82
						\$676,122	

*2. Add all the base salaries for the pay pool's Total Base Salary.*

**Total Base Salary = \$676,122**

# How Much of the Delta Salary Do I Get?

**3. Calculate pay pool dollars allocated for salary increases (CRI) and awards (CA) using percentages of Total Base Salary.**

**Total Base Salary = \$676,122**

Salary Increases (CRI) – Minimum must be 2.4% for 1<sup>st</sup> year, and 2% for subsequent years

Awards (CA) - 1.3% for 1<sup>st</sup> year (90% is the max. for CA), and 1.0% for Subsequent Years

**\* These are floors - actual percentages can be set higher.**

## Available Pay Pool Dollars

**Total Base Salary \* CRI Funding Level = CRI Pool**

\$676,122	*	2.40%	=	\$16,227
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**Total Base Salary \* CA Funding Level = CA Pool**

\$676,122	*	90% of 2.6%	=	\$15,821
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# How Much of the Delta Salary Do I Get?

## 4. Enter the Approved OCS Scores and Delta OCS Scores

Last Name	First Name	Office Symbol	Career Path	Broad band Level	Occ Series	CY2004 Base Pay	Expected OCS	2004 OCS	Delta OCS
Sayer	Rose	Div	NK	3	0318	\$42,033	50	46	- 4
Allnutt	Charles	Div A	NH	2	0340	\$53,218	62	65	3
Martin	Benjamin	Div A	NK	2	0318	\$37,123	44	56	12
Munro	Cora	Div A	NH	4	0340	\$113,674	100	100	0
Poe	Nathaniel	Div A	NH	3	0301	\$79,709	82	84	2
Wayne	Bruce	Div B	NH	3	0340	\$61,087	69	72	3
Blaine	Rick	Div B	NH	4	0301	\$91,000	89	84	- 5
Lund	Ilsa	Div B	NH	3	0830	\$68,766	75	81	6
Parker	Peter	Div B	NH	3	2210	\$50,411	59	62	3
Young	Joe	Div C	NJ	4	0019	\$79,101	82	85	3

$$\text{OCS Score} - \text{Expected OCS} = \text{Delta OCS}$$

# How Much of the Delta Salary Do I Get?

## 5. Determine the OCS Salary and Delta Salary, and Total Positive Delta Salary.

Last Name	First Name	CY2004 Base Pay	Expected OCS	2004 OCS	Delta OCS	Upper Rail Salary for OCS	Delta Salary	Positive Delta Salary
Sayer	Rose	\$42,033	50	46	- 4	\$42,043	\$10	\$10
Allnutt	Charles	\$53,218	62	65	3	\$61,297	\$8,079	\$8,079
Martin	Benjamin	\$37,123	44	56	12	\$51,271	\$14,148	\$14,148
Munro	Cora	\$113,674	100	100	-	\$122,767	\$9,093	\$9,093
Poe	Nathaniel	\$79,709	82	84	2	\$89,369	\$9,660	\$9,660
Wayne	Bruce	\$61,087	69	72	3	\$70,432	\$9,345	\$9,345
Blaine	Rick	\$91,000	89	84	- 5	\$89,369	-\$1,631	\$0
Lund	Ilsa	\$68,766	75	81	6	\$84,204	\$15,438	\$15,438
Parker	Peter	\$50,411	59	62	3	\$57,754	\$7,343	\$7,343
Young	Joe	\$79,101	82	85	3	\$91,161	\$12,060	\$12,060
\$676,122								\$85,177

**UR Salary OCS - Current Base Pay = Delta Salary**

**Total Positive Delta Salary = \$85,177**

# How Much of the Delta Salary Do I Get?

## 7. Calculate percent of Delta Salary to be given

Last Name	First Name	CY2004 Base Pay	Expected OCS	2004 OCS	Delta OCS	Upper Rail Salary for OCS	Delta Salary	Positive Delta Salary
Sayer	Rose	\$42,033	50	46	- 4	\$42,043	\$10	\$10
Allnutt	Charles	\$53,218	62	65	3	\$61,297	\$8,079	\$8,079
Martin	Benjamin	\$37,123	44	56	12	\$51,271	\$14,148	\$14,148
Munro	Cora	\$113,674	100	100	-	\$122,767	\$9,093	\$9,093
Poe	Nathaniel	\$79,709	82	84	2	\$89,369	\$9,660	\$9,660
Wayne	Bruce	\$61,087	69	72	3	\$70,432	\$9,345	\$9,345
Blaine	Rick	\$91,000	89	84	- 5	\$89,369	-\$1,631	\$0
Lund	Ilsa	\$68,766	75	81	6	\$84,204	\$15,438	\$15,438
Parker	Peter	\$50,411	59	62	3	\$57,754	\$7,343	\$7,343
Young	Joe	\$79,101	82	85	3	\$91,161	\$12,060	\$12,060
\$676,122								\$85,177

### Available Dollars for CRI and CA

CRI Pool / Total Positive Delta Salary = % of Delta Salary for CRI

\$ 16,227 / \$85,177 = 19.05%

CA Pool / Total Positive Delta Salary = % of Delta Salary for CA

\$ 15,821 / \$85,177 = 18.58%

# How Much of the \$14,148 Do I Get?

## 8. Calculate Approved CRI and CA Compensation

**Employee Benjamin Martin**

**Positive Delta Salary \* Percent of Delta Salary for CRI = Salary**

**\$14,148 \* 19.05% =**

**Positive Delta Salary \* Percent of Delta Salary for CA = Av**

**\$14,148 \* 18.58% =**

# How Much of the Delta Salary Do I Get?

**Local Policy on GPI of 2.7%**

**Computed CRI at 19.05% of Delta Salary and  
Computed CA at 18.58% of Delta Salary**

Last Name	First Name	Career Path	Broad band Level	Occ Series	CY2004 Base Pay	Expected OCS	2004 OCS	Delta OCS	GPI General Pay Increase	Computed CRI \$	Computed Award
Sayer	Rose	NK	3	0318	\$42,033	50	46	- 4	\$1,135	\$1	\$1
Allnutt	Charles	NH	2	0340	\$53,218	62	65	3	\$1,437	\$1,539	\$1,501
Martin	Benjamin	NK	2	0318	\$37,123	44	56	12	\$1,003	\$2,695	\$2,628
Munro	Cora	NH	4	0340	\$113,674	100	100	-	\$3,063	\$1,732	\$1,689
Poe	Nathaniel	NH	3	0301	\$79,709	82	84	2	\$2,153	\$1,840	\$1,794
Wayne	Bruce	NH	3	0340	\$61,087	69	72	3	\$1,650	\$1,780	\$1,736
Blaine	Rick	NH	4	0301	\$91,000	89	84	- 5	\$2,457	\$0	\$0
Lund	Ilsa	NH	3	0830	\$68,766	75	81	6	\$1,857	\$2,941	\$2,868
Parker	Peter	NH	3	2210	\$50,411	59	62	3	\$1,362	\$1,398	\$1,364
Young	Joe	NJ	4	0019	\$79,101	82	85	3	\$2,136	\$2,297	\$2,240

**All the CRI dollars and CA dollars are distributed \$16,223 ⇒ \$15,821**

# Situations

- **Maximum Salary for Broadband Level, for example 13 or 15 Step 10 equivalent**
- **Close to the Maximum Salary for Broadband Level**
- **Go to Another AcqDemo Activity / Pay Pool**
- **In AcqDemo, Promoted Before the Payout**
- **Leave AcqDemo, Promoted Before the Payout**
- **Leave AcqDemo, Back to GS**
- **Leave AcqDemo, Go to Lab Demo**
- **Leave AcqDemo, Go to Private Sector**
- **Leave AcqDemo, Cease Work**
- **Retire**



# Maximum Salary for Broadband Level

Last Name	First Name	CY2004 Base Pay	2.7% GPI for 2005 General Pay Increase	Computed CRI \$	Max Base Pay 2005	Approved CRI \$	New Base Pay 2005	Carry Over Award	Computed Award	Total Award
Sayer	Rose	\$42,033	\$1,135	\$1	\$43,177	\$1	\$43,169	\$0	\$1	\$1
Allnutt	Charles	\$53,218	\$1,437	\$1,539	\$54,648	\$1,539	\$54,194	\$0	\$1,501	\$1,501
Martin	Benjamin	\$37,123	\$1,003	\$2,695	\$38,815	\$1,689	\$39,815	\$1,006	\$2,628	\$3,634
Munro	Cora	\$113,674	✓ \$3,063	\$1,732	\$116,737	□ \$0	\$116,737	✓ \$1,732	+ \$1,689	= \$3,421
Poe	Nathaniel	\$70,700	\$2,153	\$1,810	\$72,510	\$1,810	\$72,700	\$0	\$1,701	\$1,701
Wayne	Bruce									
Blaine	Rick									
Lund	Ilsa									
Parker	Peter									
Young	Joe									

Cora is at the maximum salary for her broadband level.

- Computed CRI
  - Received the full GPI
  - With the GPI, Cora is at the maximum salary for broadband level
  - But no approved CRI
  - Computed CRI amount carryover to CA
  - Carryover (Computed CRI) + Computed Award = Total Award
- Army Policy - Carryover CRI to CA**

# Close to Maximum Salary for Broadband Level

Last Name	First Name	CY2004 Base Pay	2.7% GPI for 2005 General Pay Increase	Computed CRI \$	Max Base Pay 2005	Approved CRI \$	New Base Pay 2005	Carry Over Award	Computed Award	Total Award
Sayer	Rose	\$42,033	\$1,135	\$1	\$1,177	\$1	\$1,169	\$0	\$1	\$1
Allnutt	Charles	\$53,218	\$1,437	\$1,539	\$1,848	\$1,539	\$1,194	\$0	\$1,501	\$1,501
Martin	Benjamin	\$37,123	✓ \$1,003	<b>\$2,695</b>	\$39,815	□ \$1,689	\$39,815	✓ \$1,006	<b>+</b> \$2,628	<b>=</b> \$3,634
Munro	Cora	\$113,674	\$3,063	\$1,732	\$116,737	\$0	\$116,737	\$1,732	\$1,689	\$3,421

- Poe Benjamin is close to the maximum salary for his broadband level.
- Computed CRI
  - Received the full GPI
  - With the GPI and as much of the computed CRI to the maximum salary for his broadband level
  - Received some of the computed CRI as an approved CRI
  - Balance of computed CRI amount carryover to CA
  - **Carryover (Balance of Computed CRI) + Computed Award = Total Award**

**Army Policy - Carryover CRI to CA**

# AcqDemo Pool

## Go to Another AcqDemo Activity / Pay

Last Name	First Name	CY2004 Base Pay	2.7% GPI for 2005 General Pay Increase	Computed CRI \$	Max Base Pay 2005	Approved CRI \$	New Base Pay 2005	Carry Over Award	Computed Award	Total Award
Sayer	Rose	\$42,033	\$1,135	\$1	\$43,177	\$1	\$43,169	\$0	\$1	\$1
Allnutt	Charles	\$53,218	\$1,437	\$1,539	\$57,848	\$1,539	\$56,194	\$0	\$1,501	\$1,501
Martin	Benjamin	\$37,123	\$1,003	\$2,695	\$39,815	\$1,689	\$39,815	\$1,006	\$2,628	\$3,634
Munro	Cora	\$113,674	\$3,063	\$1,732	\$116,737	\$0	\$116,737	\$1,732	\$1,689	\$3,421
Poe	Nathaniel	\$79,709	\$2,153	\$1,840	\$83,980	\$1,840	\$83,702	\$0	\$1,794	\$1,794
Wayne	Bruce	\$61,097	\$1,650	\$1,700	\$62,797	\$1,700	\$61,517	\$0	\$1,700	\$1,736
Blaine	Rick									\$0
Lund	Ilsa									\$2,868
Parker	Peter									\$1,364
Young	Joe									\$2,240

If Nathaniel Poe moves to another Pay Pool after September 30 but before the payout in January

- GPI
- CRI amount
- CA amount
- **New Pay and Award follows Nathaniel to the new Pay Pool**

**Army Policy - Carryover CRI to CA**

# In AcqDemo, ~~Promoted Before the Payout~~

Last Name	First Name	CY2004 Base Pay	2.7% GPI for 2005 General Pay Increase	Computed CRI \$	Max Base Pay 2005	Approved CRI \$	New Base Pay 2005	Carry Over Award	Computed Award	Total Award
Sayer	Rose	\$42,033	\$1,135	\$1	\$43,177	\$1	\$43,169	\$0	\$1	\$1
Allnutt	Charles	\$53,218	\$1,437	\$1,539	\$57,848	\$1,539	\$56,194	\$0	\$1,501	\$1,501
Martin	Benjamin	\$37,123	\$1,003	\$2,695	\$39,815	\$1,689	\$39,815	\$1,006	\$2,628	\$3,634
Munro	Cora	\$113,674	\$3,063	\$1,732	\$116,737	\$0	\$116,737	\$1,732	\$1,689	\$3,421
Poe	Nathaniel	\$79,709	\$2,153	\$1,840	\$83,980	\$0	\$79,709	\$1,840	+\$1,794	= \$3,634

Wayne  
Blaine  
Lund  
Parker  
Young

If Nathaniel Poe is promoted from NH-III to NH-IV and receives a 6% promotion increase after September 30 but before the payout in January

- GPI will be based on new promotion base pay
- Will receive the greater of the two salaries (promotion or CCAS)
- Promotion salary increase 6%, CCAS CRI 2.31%
- Since new promotion salary is greater than CCAS CRI, CRI amount is carryover to CA amount (2.31%)

• Carryover ( ) = Total Award

**Army Policy - Carryover CRI to CA**

# Leave AcqDemo, ~~Promoted Before the Payout~~

Last Name	First Name	CY2004 Base Pay	2.7% GPI for 2005 General Pay Increase	Computed CRI \$	Max Base Pay 2005	Approved CRI \$	New Base Pay 2005	Carry Over Award	Computed Award	Total Award
Sayer	Rose	\$42,033	\$1,135	\$1	\$43,177	\$1	\$43,169	\$0	\$1	\$1
Allnutt	Charles	\$53,218	\$1,437	\$1,539	\$57,848	\$1,539	\$56,194	\$0	\$1,501	\$1,501
Martin	Benjamin	\$37,123	\$1,003	\$2,695	\$39,815	\$1,689	\$39,815	\$1,006	\$2,628	\$3,634
Munro	Cora	\$113,674	\$3,063	\$1,732	\$116,737	\$0	\$116,737	\$1,732	\$1,689	\$3,421
Poe	Nathaniel	\$79,709	\$2,153	\$1,840	\$83,980	\$0	\$79,702	\$1,840	+\$1,794	= \$3,634
Wayne	Bruce								\$1,736	
Blaine	Rick								\$0	
Lund	Ilse								\$2,868	
Parker	Peter								\$1,364	
Young	Joe								\$2,240	

If Nathaniel Poe is promoted from NH-III to GS-14 and receives a 6% promotion increase after September 30 but before the payout in January

- GPI will be based on new promotion base pay
- Since no longer in AcqDemo
- Computed CRI is Carryover to Computed CA
- **Carryover (Computed CRI) + Computed CA = Total Award**

# Leave AcqDemo, to GS, to Lab Demo, or Retire

Last Name	First Name	CY2004 Base Pay	2.7% GPI for 2005 General Pay Increase	Computed CRI \$	Max Base Pay 2005	Approved CRI \$	New Base Pay 2005	Carry Over Award	Computed Award	Total Award
Sayer	Rose	\$42,033	\$1,135	\$1	\$43,177	\$1	\$43,169	\$0	\$1	\$1
Allnutt	Charles	\$53,218	\$1,437	\$1,539	\$57,848	\$1,539	\$56,194	\$0	\$1,501	\$1,501
Martin	Benjamin	\$37,123	\$1,003	\$2,695	\$39,815	\$1,689	\$39,815	\$1,006	\$2,628	\$3,634
Munro	Cora	\$113,674	\$3,063	\$1,732	\$116,737	\$0	\$116,737	\$1,732	\$1,689	\$3,421
Poe	Nathaniel	\$79,709	\$2,153	\$1,840	\$83,980	\$0	\$79,709	\$1,840	+\$1,794	= \$3,634

Way  
Blain  
Lunc  
Park  
Your

If Nathaniel Poe leaves AcqDemo after September 30 but before the payout in January (to non-AcqDemo Federal agency or retire)

- General Schedule increase based on GS / Lab Demo rules
- No GPI if retired, some COLA
- Computed CRI amount carry over to computed CA
- Added to computed CA amount
- **Carryover (Computed CRI) + CA = Total Award**  
follows Nathaniel to the non-AcqDemo Federal agency or retirement

**Army Policy - Carryover CRI to CA**

# Leave AcqDemo, ~~to Private Sector or Cease Work~~

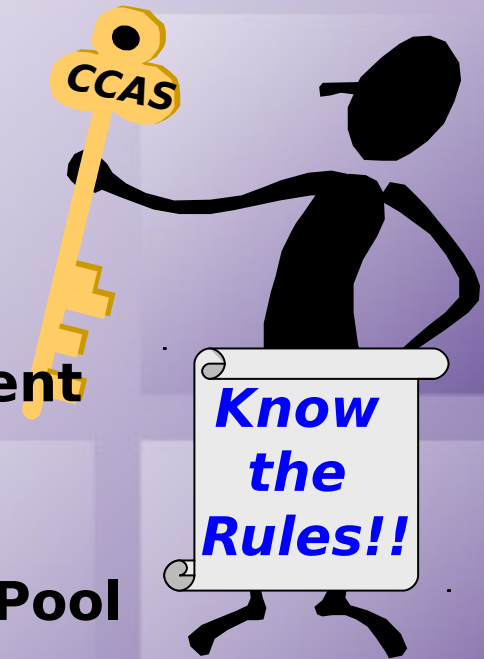
Last Name	First Name	CY2004 Base Pay	2.7% GPI for 2005 General Pay Increase	Computed CRI \$	Max Base Pay 2005	Approved CRI \$	New Base Pay 2005	Carry Over Award	Computed Award	Total Award
Sayer	Rose	\$42,033	\$1,135	\$1	\$43,177	\$1	\$43,169	\$0	\$1	\$1
Allnutt	Charles	\$53,218	\$1,437	\$1,539	\$57,848	\$1,539	\$56,194	\$0	\$1,501	\$1,501
Martin	Benjamin	\$37,123	\$1,003	\$2,695	\$39,815	\$1,689	\$39,815	\$1,006	\$2,628	\$3,634
Munro	Cora	\$113,674	\$3,063	\$1,732	\$116,737	\$0	\$116,737	\$1,732	\$1,689	\$3,421
Poe	Nathaniel	<del>\$73,783</del>	<del>\$2,153</del>	<del>\$1,848</del>	<del>\$83,988</del>	<del>\$1,848</del>	<del>\$83,782</del>	<del>\$0</del>	<del>\$1,784</del>	<del>\$1,784</del>
Wayne	Blaine	\$61,087	\$1,650	\$1,700	\$66,400	\$1,700	\$64,517	\$0	\$1,736	\$1,736
Lund	Parker								\$0	\$2,868
Young									\$1,364	\$2,240

If Nathaniel Poe leaves AcqDemo after September 30 but before the payout in January (to private sector or ceases to work)

- No General Schedule increase
- No CRI
- No CA
- No carryover
- May be recommended for Special Act Award

# Situations

- Maximum Salary for Broadband Level, for example 13 or 15 Step 10 equivalent
- Close to the Maximum Salary for Broadband Level
- Go to Another AcqDemo Activity / Pay Pool
- In AcqDemo, Promoted Before the Payout
- Leave AcqDemo, Promoted Before the Payout
- Leave AcqDemo, Back to GS
- Leave AcqDemo, Go to Lab Demo
- Leave AcqDemo, Go to Private Sector
- Leave AcqDemo, Cease Work
- Retire



**Must be in  
AcqDemo  
at least 90 days  
on 30 Sep for  
CCAS rating.  
Must be in the  
Federal sector  
to receive  
payout.**

# Percent Increase in Base Salary

Last Name	First Name	Appraisal Summary			Compensation Summary		
		2004 Expected OCS	2004 OCS	Delta OCS	CY2004 Base Pay	Approved CRI	CRI as a Percent Increase
Sayer	Rose	50	46	-4	\$42,033	\$1	0.00%
Allnutt	Charles	62	65	3	\$53,218	\$1,539	2.89%
Martin	Benjamin	44	56	12	\$37,123	\$1,659	4.55%
Munro	Cora	100	100	0	\$113,674	\$0	0.00%
Poe	Nathaniel	82	84	2	\$79,709	\$1,840	2.31%
Wayne	Bruce	69	72	3	\$61,087	\$1,780	2.91%
Blaine	Rick	89	84	-5	\$91,000	\$0	0.00%
Lund	Ilsa	75	81	6	\$68,766	\$2,941	4.28%
Parker	Peter	59	62	3	\$50,411	\$1,396	2.77%
Young	Joe	82	85	3	\$79,101	\$2,297	2.90%

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

1 Year → 1 Year → 1 Year → 2 Years → 2 Years → 2 Years → 3 Years → 3 Years → 3 Years



## **Providing Feedback of CCAS Results**

## Part I: CCAS Salary Appraisal Form

<b>Name:</b> Benjamin Martin	<b>Series:</b> 0318	<b>Appraisal Period:</b>
<b>SSAN:</b> Training	<b>Broadband Level:</b> II	From: 1-Oct-03
<b>Organization:</b> Div A	<b>Retained Pay:</b> No	To: 30-Sep-04
<b>Career Path:</b> NK	<b>Presumptive:</b> None	

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

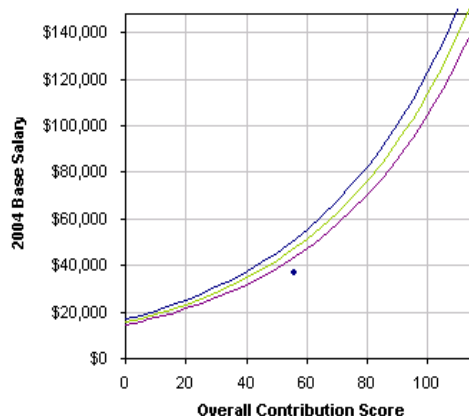
_____	18-May-04
<b>James Kirk, Pay Pool Manager</b>	<b>Date</b>
_____	<b>Date</b>
_____	<b>Date</b>
_____	<b>Date</b>
<b>Employee Signature</b>	<b>Date</b>

### Appraisal Detail

Overall Contribution Score	56	Upper Rail OCS	40
Next Year's Expected SPL OCS	46	SPL OCS	44
		Lower Rail OCS	48

### Employee Contribution Pay Comparison Chart

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.



### Compensation Detail

\$37,123 Current Rate of Base Pay  
 + \$ 1,003 G Increase 2.7%  
 + \$ 1,689 CRI Increase 4.55%  
 = **\$39,815 New Rate of Basic Pay**

+ \$7,294 Locality Pay @ 18.32%  
 = **\$47,109 New Total Salary**

\$ 3,634 Contribution Award  
 (of which \$1,006 is Rollover from CRI)

### Remarks

### Privacy Act Statement (552a of 5 U.S.C.)

1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.
2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
4. DISCLOSURE: Failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.

## Part I: CCAS Salary Appraisal Form

Page 2

<b>Name:</b> Benjamin Martin	<b>Series:</b> 0318	<b>Appraisal Period:</b>
<b>SSAN:</b> Training	<b>Broadband Level:</b> II	From: 1-Oct-03
<b>Organization:</b> Div A	<b>Retained Pay:</b> No	To: 30-Sep-04
<b>Career Path:</b> NK	<b>Presumptive:</b> None	

Factor	Category Score	Final Score
Problem Solving	3M	54
Teamwork	3M	54
Customer Relations	3H	57
Leadership	3M	55
Communications	3H	57
Resource Management	3M	56
OCS		56
Delta OCS	12	

## December 2004

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Interim  
...  
Final**



**Acq**

**Demo**

# Part I CCAS Salary Appraisal Form

## Part I: CCAS Salary Appraisal Form

<b>Name:</b>	Benjamin Martin	<b>Series:</b>	0318	<b>Appraisal Period:</b>	
<b>SSAN:</b>	Training	<b>Broadband Level:</b>	II	From:	1-Oct-03
<b>Organization:</b>	Div A	<b>Retained Pay:</b>	No	To:	30-Sep-04
<b>Career Path:</b>	NK	<b>Presumptive:</b>	None		

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

_____	<b>15-Dec-04</b>
<b>James Kirk, Pay Pool Manager</b>	_____
	<b>Date</b>
_____	_____
	<b>Date</b>
_____	_____
	<b>Date</b>
_____	_____
<b>Employee Signature</b>	<b>Date</b>

# Part I CCAS Salary Appraisal

**Approved  
OCS**

**2004  
Expected  
Range**

## Appraisal Detail

Overall Contribution Score 56  
Next Year's Expected SPL OCS 46

Upper Rail OCS 40  
SPL OCS 44  
Lower Rail OCS 48

**New Expected  
OCS**

## Comparison Chart

Comparison Chart  
Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.

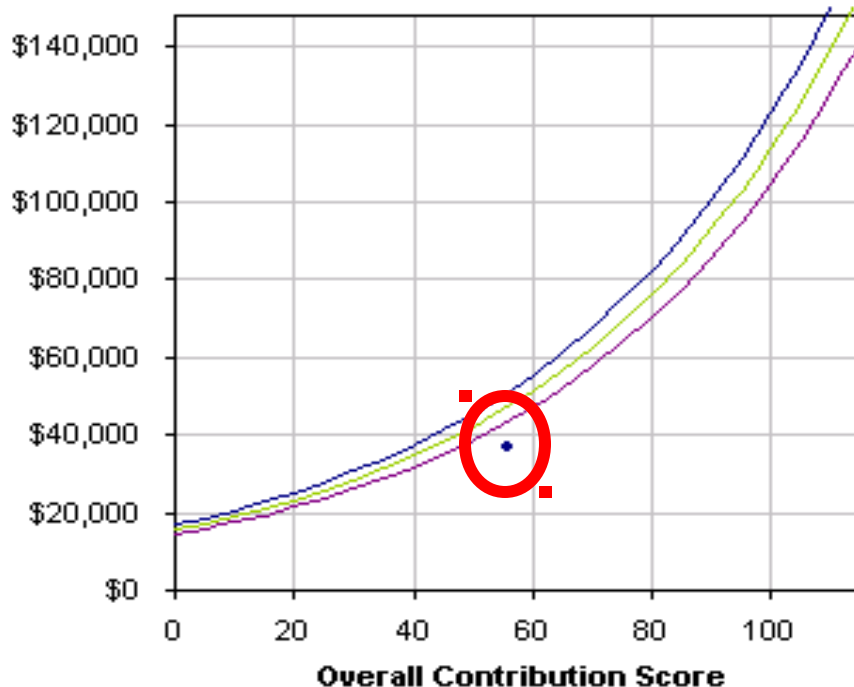
## Compensation Detail

\$37,123 Current Rate of Base Pay  
+ \$ 1,003 G Increase 2.7%  
+ \$ 1,689 CRI Increase 4.55%  
= **\$39,815 New Rate of Basic Pay**

+ \$7,294 Locality Pay @ 18.32%  
= **\$47,109 New Total Salary**

→ \$ 3,634 Contribution Award  
(of which \$1,006 is Rollover from CRI)

2004 Base Salary



# Part I CCAS Salary Appraisal Form

## Part I: CCAS Salary Appraisal Form

Page 2

<b>Name:</b>	Benjamin Martin	<b>Series:</b>	2005	<b>Appraisal Period:</b>	
<b>SSAN:</b>	XXX-XX-XXXX	<b>Broadband Level:</b>	II	From:	<b>1-Oct-03</b>
<b>Organization:</b>	PM Widget	<b>Retained Pay:</b>	No	To:	<b>30-Sep-04</b>
<b>Career Path:</b>	NJ	<b>Presumptive:</b>	None		

### Factor

Problem Solving  
Teamwork  
Customer Relations  
Leadership  
Communications  
Resource Management

OCS

### Category Score

3H  
3H  
3H  
3M  
3M  
3M

### Final Score

60  
60  
58  
56  
50  
50  
56

**SALARY TABLE 2004-GS**  
**INCORPORATING A 2.70% GENERAL INCREASE**  
**EFFECTIVE JANUARY 2004**

GS / Step	1	2	3	4	5	6	7	8	9	10	WITHIN-GRADE AMOUNTS
1	15625	16146	16666	17183	17703	18009	18521	19039	19060	19543	VARIES
2	17568	17985	18567	19060	19274	19841	20408	20975	21542	22109	VARIES
3	19168	19807	20446	21085	21724	22363	23002	23641	24280	24919	639
4	20821	21500	22179	22858	23537	24216	24895	25574	26253	26932	661
5	22530	23250	23970	24690	25410	26130	26850	27570	28290	29010	680
6	24295	25055	25815	26575	27335	28095	28855	29615	30375	31135	740
7	26121	26921	27721	28521	29321	30121	30921	31721	32521	33321	800
8	28006	28846	29686	30526	31366	32206	33046	33886	34726	35566	840
9	29951	30831	31711	32591	33471	34351	35231	36111	36991	37871	880
10	31956	32876	33796	34716	35636	36556	37476	38396	39316	40236	920
11	34021	35001	35981	36961	37941	38921	39901	40881	41861	42841	960
12	36146	37186	38226	39266	40306	41346	42386	43426	44466	45506	1000
13	38331	39431	40531	41631	42731	43831	44931	46031	47131	48231	1040
14	40576	41726	42876	44026	45176	46326	47476	48626	49776	50926	1080
15	42881	44081	45281	46481	47681	48881	50081	51281	52481	53681	1120
16	45246	46496	47746	48996	50246	51496	52746	53996	55246	56496	1160
17	47671	48971	50271	51571	52871	54171	55471	56771	58071	59371	1200
18	50156	51506	52856	54206	55556	56906	58256	59606	60956	62306	1240
19	52691	54091	55491	56891	58291	59691	61091	62491	63891	65291	1280
20	55286	56736	58186	59636	61086	62536	63986	65436	66886	68336	1320
21	57941	59441	60941	62441	63941	65441	66941	68441	69941	71441	1360
22	60656	62206	63756	65306	66856	68406	69956	71506	73056	74606	1400
23	63431	65031	66631	68231	69831	71431	73031	74631	76231	77831	1440
24	66266	67916	69566	71216	72866	74516	76166	77816	79466	81116	1480
25	69161	70861	72561	74261	75961	77661	79361	81061	82761	84461	1520
26	72126	73876	75626	77376	79126	80876	82626	84376	86126	87876	1560
27	75151	76951	78751	80551	82351	84151	85951	87751	89551	91351	1600
28	78246	80096	81946	83796	85646	87496	89346	91196	93046	94896	1640
29	81401	83301	85201	87101	89001	90901	92801	94701	96601	98501	1680
30	84626	86576	88526	90476	92426	94376	96326	98276	100226	102176	1720
31	87921	89921	91921	93921	95921	97921	99921	101921	103921	105921	1760
32	91286	93336	95386	97436	99486	101536	103586	105636	107686	109736	1800
33	94721	96821	98921	101021	103121	105221	107321	109421	111521	113621	1840
34	98236	100386	102536	104686	106836	108986	111136	113286	115436	117586	1880
35	101821	104021	106221	108421	110621	112821	115021	117221	119421	121621	1920
36	105486	107736	109986	112236	114486	116736	118986	121236	123486	125736	1960
37	109231	111531	113831	116131	118431	120731	123031	125331	127631	129931	2000
38	113056	115406	117756	120106	122456	124806	127156	129506	131856	134206	2040
39	116951	119351	121751	124151	126551	128951	131351	133751	136151	138551	2080
40	120926	123376	125826	128276	130726	133176	135626	138076	140526	142976	2120
41	124981	127481	129981	132481	134981	137481	139981	142481	144981	147481	2160
42	129116	131666	134216	136766	139316	141866	144416	146966	149516	152066	2200
43	133331	135931	138531	141131	143731	146331	148931	151531	154131	156731	2240
44	137626	140276	142926	145576	148226	150876	153526	156176	158826	161476	2280
45	142001	144701	147401	150101	152801	155501	158201	160901	163601	166301	2320
46	146456	149206	151956	154706	157456	160206	162956	165706	168456	171206	2360
47	150991	153791	156591	159391	162191	164991	167791	170591	173391	176191	2400
48	155606	158456	161306	164156	167006	169856	172706	175556	178406	181256	2440
49	160291	163191	166091	168991	171891	174791	177691	180591	183491	186391	2480
50	165046	167996	170946	173896	176846	179796	182746	185696	188646	191596	2520
51	169871	172871	175871	178871	181871	184871	187871	190871	193871	196871	2560
52	174766	177816	180866	183916	186966	189966	192966	195966	198966	201966	2600
53	179731	182831	185931	189031	192131	195231	198331	201431	204531	207631	2640
54	184766	187916	191066	194216	197366	200516	203666	206816	209966	213116	2680
55	189881	193081	196281	199481	202681	205881	209081	212281	215481	218681	2720
56	195066	198316	201566	204816	208066	211316	214566	217816	221066	224316	2760
57	200321	203621	206921	210221	213521	216821	220121	223421	226721	230021	2800
58	205646	208996	212346	215696	219046	222396	225746	229096	232446	235796	2840
59	211031	214431	217831	221231	224631	228031	231431	234831	238231	241631	2880
60	216476	219926	223376	226826	230276	233726	237176	240626	244076	247526	2920
61	221981	225481	228981	232481	235981	239481	242981	246481	249981	253481	2960
62	227546	231096	234646	238196	241746	245296	248846	252396	255946	259496	3000
63	233171	236771	240371	243971	247571	251171	254771	258371	261971	265571	3040
64	238856	242506	246156	249806	253456	257106	260756	264406	268056	271706	3080
65	244591	248291	251991	255691	259391	263091	266791	270491	274191	277891	3120
66	250386	254086	257786	261486	265186	268886	272586	276286	279986	283686	3160
67	256231	260031	263831	267631	271431	275231	279031	282831	286631	290431	3200
68	262136	265936	269736	273536	277336	281136	284936	288736	292536	296336	3240
69	268091	271891	275691	279491	283291	287091	290891	294691	298491	302291	3280
70	274096	277896	281696	285496	289296	293096	296896	300696	304496	308296	3320
71	280151	283951	287751	291551	295351	299151	302951	306751	310551	314351	3360
72	286266	290066	293866	297666	301466	305266	309066	312866	316666	320466	3400
73	292431	296231	300031	303831	307631	311431	315231	319031	322831	326631	3440
74	298646	302446	306246	310046	313846	317646	321446	325246	329046	332846	3480
75	304911	308711	312511	316311	320111	323911	327711	331511	335311	339111	3520
76	311236	315036	318836	322636	326436	330236	334036	337836	341636	345436	3560
77	317611	321411	325211	329011	332811	336611	340411	344211	348011	351811	3600
78	324046	327846	331646	335446	339246	343046	346846	350646	354446	358246	3640
79	330531	334331	338131	341931	345731	349531	353331	357131	360931	364731	3680
80	337076	340876	344676	348476	352276	356076	359876	363676	367476	371276	3720
81	343681	347481	351281	355081	358881	362681	366481	370281	374081	377881	3760
82	350346	354146	357946	361746	365546	369346	373146	376946	380746	384546	3800
83	357071	360871	364671	368471	372271	376071	379871	383671	387471	391271	3840
84	363856	367656	371456	375256	379056	382856	386656	390456	394256	398056	3880
85	370691	374491	378291	382091	385891	389691	393491	397291	401091	404891	3920
86	377586	381386	385186	388986	392786	396586	400386	404186	407986	411786	3960
87	384531	388331	392131	395931	399731	403531	407331	411131	414931	418731	4000
88	391536	395336	399136	402936	406736	410536	414336	418136	421936	425736	4040
89	398591	402391	406191	409991	413791	417591	421391	425191	428991	432791	4080
90	405706	409506	413306	417106	420906	424706	428506	432306	436106	439906	4120
91	412881	416681	420481	424281	428081	431881	435681	439481	443281	447081	4160
92	419996	423796	427596	431396	435196	438996	442796	446596	450396	454196	4200
93	427161	430961	434761	438561	442361	446161	449961	453761	457561	461361	4240
94	434386	438186	441986	445786	449586	453386	457186	460986	464786	468586	4280
95	441661	445461	449261	453061	456861	460661	464461	468261			

# Determining GS Equivalency

- **Going to a Non-AcqDemo Position**
  - Losing agency converts employee to GS grade & step
  - Pay setting is the responsibility of the gaining agency
- **Centralized Selection Boards, Training and Education, Applying for non-AcqDemo vacancy announcements**

- **Step 4 rule - compare AcqDemo salary to the highest grade in the broadband level and step 4 of that highest grade**
- **The Step 4 rule will be used anytime an employee is**

# Determining GS Equivalency

Example of an employee whose salary equals or exceeds Step 4 of the highest grade:

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$82,410. Highest grade in NH Broadband III is GS-13.

**Salary Table 2004-DET**  
**INCORPORATING THE 2.7% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 18.32%**  
**FOR THE LOCALITY PAY AREA OF DETROIT-ANN ARBOR-FLINT, MI**

GS	1	2	3	4	5	6	7	8	9	10
12	62590	64676	66762	68848	70934	73020	75106	77192	79278	81364
13	74429	76910	79392	81873	84354	86835	89316	91797	94279	96760

(Using 2004 GS Salary Table)

- Compare \$ 82,410 to Step 4 of highest grade in the broadband:

GS-13, Step 4 = \$81,873

- Therefore, assign as GS-13

- \$82,410 is between GS-13, Step 4 pay at \$81,873 and Step 5 pay at \$84,354

- Assign Step 5 = \$84,354
- Convert out as GS-13, Step 5

# Determining GS Equivalency

Example of an employee whose salary does not equal or exceeds Step 4 of the highest grade:

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$71,000. Highest grade in NH Broadband III is GS-

**Salary Table 2004-DET**  
INCORPORATING THE 2.7% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 18.32%  
FOR THE LOCALITY PAY AREA OF DETROIT-ANN ARBOR-FLINT, MI

GS	1	2	3	4	5	6	7	8	9	10
12	62590	64676	66762	68848	70934	73020	75106	77192	79278	81364
13	74429	76910	79392	81873	84354	86835	89316	91797	94279	96760

(Using 2004 GS Salary Table)

- Compare \$71,000 to Step 4 of highest grade in the broadband:  
GS-13, Step 4 = \$81,873  
\$71,000 < \$81,873
- Next compare \$71,000 to GS-12, Step 4 pay at \$68,848
- \$71,000 > \$68,848
- Therefore, assign as GS-12
- \$71,000 is between GS-12, Step 5 pay at \$70,934 and Step 6 pay at \$73,020
- Assign Step 6 = \$73,020
- Convert out as GS-12, Step 6

# Determining GS Equivalency

Example of an exception to the Step 4 Rule:

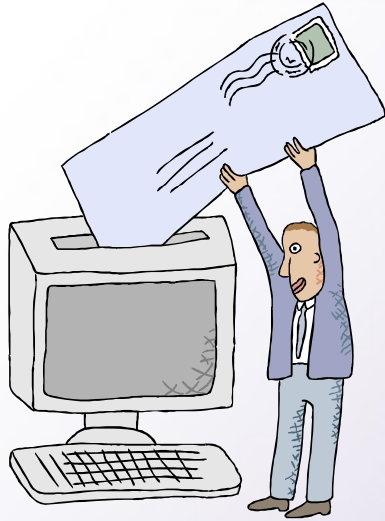
The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$81,414. Highest grade in NH Broadband III is GS-13.

Salary Table 2004-DET INCORPORATING THE 2.7% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 18.32% FOR THE LOCALITY PAY AREA OF DETROIT-ANN ARBOR-FLINT, MI										
GS	1	2	3	4	5	6	7	8	9	10
12	62590	64676	66762	68848	70934	73020	75106	77192	79278	81364
13	74429	76910	79392	81873	84354	86835	89316	91797	94279	96760

(Using 2004 GS Salary Table)

- Compare \$81,414 to Step 4 of highest grade in the broadband:  
\$81,414 < GS-13, Step 4 \$81,873
- Compare \$81,414 to Step 4 of next lower grade in the broadband:  
\$81,414 > GS-12, Step 4 \$68,848
- Assign as GS-12; **but** GS-12, Step 10 pay is \$81,364
- Since \$81,414 > \$81,364, assign as GS-13
- \$81,414 is between GS-13, Step 3 pay at \$79,392 and Step 4 pay at \$81,873
- Assign Step 4 = \$81,873
- Convert out as GS-13, Step 4

Note: An employee will not be converted to a lower grade than the grade held by the employee immediately preceding a conversion, lateral assignment, or lateral transfer into the project, unless since that time the employee has undergone a



# Questions?



# Comments?



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